

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
June 8 - 12, 2015**

**MONDAY, JUNE 8, 2015**

- |           |                                       |  |
|-----------|---------------------------------------|--|
| *10:00 am | Transportation Coordinating Committee | GB Metro Transportation Center<br>901 University Avenue              |
| *4:30 pm  | Neville Public Museum Governing Board | 3 <sup>rd</sup> Floor Board Room, Neville Museum<br>210 Museum Place |
| *5:30 pm  | Executive Committee                   | Room 200, Northern Building<br>305 E. Walnut Street                  |

**TUESDAY, JUNE 9, 2015**

- |           |                                  |   |
|-----------|----------------------------------|---|
| *11:45 am | Nicolet Federated Library System | Florence County Library<br>400 Olive Avenue, Florence |
|-----------|----------------------------------|---|

**WEDNESDAY, JUNE 10, 2015**

(No Meetings)

**THURSDAY, JUNE 11, 2015**

- |          |                      |  |
|----------|----------------------|--|
| *5:15 pm | Human Services Board | Board Room A, Sophie Beaumont<br>111 N. Jefferson Street |
|----------|----------------------|--|

**FRIDAY, JUNE 12, 2015**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**

**Monday, June 8, 2015**

**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:00 a.m.**

**ROLL CALL**

Diana Brown	_____	Sandy Popp	_____
Vinnie Caldara	_____	Cole Runge	_____
Corrie Campbell	_____	Mary Schlautman	_____
Brandon Cooper	_____	Julie Tetzlaff	_____
Mallory Cornelius	_____	Lisa VanDonsel	_____
Pat Finder-Stone	_____	Derek Weyer	_____
Patty Kiewiz	_____	Tina Whetung	_____
Greg Maloney	_____	Genny Willemon	_____
Tammy Marcelle	_____	John Withbroe	_____
Barbara Natelle	_____	Vacant – BC Exec.	_____

**ORDER OF BUSINESS**

1. Approval of the February 23, 2015, Transportation Coordinating Committee (TCC) meeting minutes.
2. Discussion regarding the transfer of the American Red Cross - Lakeland Chapter's specialized transportation service to N.E.W. Curative Rehabilitation, Inc.
3. Discussion regarding the State of Wisconsin Legislative Audit Bureau's audit of Medical Transportation Management, Inc. (MTM)<sup>1</sup>.
4. Round robin discussion about paratransit service.
5. Other matters.
6. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

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<sup>1</sup> MTM is the private transportation broker hired by the Wisconsin Department of Human Services to coordinate Non-Emergency Medical Transportation [NEMT] services for qualifying Medicaid and BadgerCare Plus clients.



## NEVILLE PUBLIC MUSEUM GOVERNING BOARD

### AGENDA

June 8, 2015

4:30 p.m.

Neville Public Museum  
Third Floor Board Room

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- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Director's Report
- IV. Such other matters as authorized by law
- V. Adjournment

Kevin Kuehn, Chair

*Please contact Beth Lemke at 448-7848 if you cannot attend this meeting*

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

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## EXECUTIVE COMMITTEE

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, Patrick Evans  
Bernie Erickson, Patrick Buckley, John Van Dyck

### EXECUTIVE COMMITTEE

Monday, June 8, 2015

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of May 11, 2015 & May 20, 2015 (special).

### Comments from the Public

#### Vacant Budgeted Positions (Request to Fill)

1. Administration – Finance Director – Vacated 6/15/15.
2. Airport – Assistant Airport Director – Vacated 1/30/15.
3. Clerk of Circuit Court – Customer Service Clerk – Vacated 7/6/15.
4. District Attorney – Clerk/Typist II – Vacated 5/29/15.
5. Health – Public Health Sanitarian II - Vacated 6/9/15,
6. Human Resources – Benefits Specialist – Vacated 8/7/15.
7. Human Resources – Employee Services Manager – Vacated 6/26/15.
8. Human Services (CTC) - Certified Occupational Therapy Assistant – Vacated 6/11/15.
9. Human Services – Economic Support Specialist (x2) – Vacated 5/27/15 & 5/29/15.
10. Parks – Park Ranger – Vacated 6/8/15.
11. Public Works/Highway – Highway Crew (x2) – Vacated 6/1/15 & 6/4/15.

### Communications

12. Communication from Supervisor Buckley re: To have administration work with Door and Oconto County to negotiate a contract with a county that currently has medical forensics pathologists that have the ability to bring on Brown County and its partners. *Referred from May County Board.*

### Legal Bills

13. Review and Possible Action on Legal Bills to be paid.

**Reports**

14. County Executive Report.
15. Internal Auditor Report.
  - a) Board of Supervisors Budget Status Reports: April 2015.
  - b) Monthly Status Update: May 1 – May 31, 2015.
16. Human Resources Report.

**Resolutions, Ordinances**

17. Ordinance – An Ordinance to Amend Chapters 8 and 30 of the Brown County Code Entitled, Respectively, as “Parks and Recreation Facilities” and “Public Health, Safety, Welfare, and Protection”.

**Treasurer**

18. Review and approval or rejection of high bids for tax deed properties.
  - a) Parcel 2-437 614 Tenth Street, Green Bay.
  - b) Parcel 7-467 1021 Eastman Avenue, Green Bay.
19. Closed Session – To deliberate the sale of a Brown County owned Parcel to a Brown County Municipality (Parcel 14-1048 at 1163 Chicago Street, Green Bay) under State Statute §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
20. Reconvene in Open Session for the purpose of taking action on Parcel 14-1048.

**Other**

21. Such other matters as authorized by law.
22. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday June 9, 2015 at 11:45 a.m.**, at the **Florence County Library**, 400 Olive Avenue, Florence, WI 54121. 715-528-3094

Please call Kristin at 920-448-4410 by Monday, June 8, whether you will or will not attend the meeting. We need to know if there will be a quorum present and to plan for lunch.

There will be a carpool for this meeting. **If you are interested in carpooling please call Kristin and let her know.** The carpool will leave from and return to the NFLS office parking lot, located at 1595 Allouez Avenue, Green Bay. A map and directions to the Florence County Library are also attached.

Lunch will be served at noon, with the NFLS board meeting immediately following.

## AGENDA

1. Welcome & Tour of the Florence County Library – Stephanie Weber.
2. Lunch.
3. Agenda Revisions.
4. Open Forum.
5. April 7, 2015 minutes.
6. Reports:
  - 6.1 President – Ken Harter
    - 6.1a.)Nominating Committee to replace Gina Reinardy as President-Elect
  - 6.2 Treasurer - Sandy Ryczkowski
  - 6.3 Personnel – Miriam Erickson
  - 6.4 Director – Mark Merrifield
7. Member Library Report – Stephanie Weber, Director, Florence County Library.
8. Audit Update.
9. State Budget Update.
10. Review Director's Goals.
11. Strategic Plan Update and Discussion.
12. Trustee Development – Combined School/Public Library Entities.

13. New Business.

14. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.  
***Please call 920 448-4410 if you cannot attend this meeting.***

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Erik Pritzl, Executive Director

### MEETING OF THE HUMAN SERVICES BOARD Thursday, June 11, 2015

SOPHIE BEAUMONT BUILDING, BOARD ROOM A  
111 NORTH JEFFERSON, GREEN BAY, WI 54311  
5:15 P.M.

#### AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of May 14, 2015 Human Services Board Meeting.
4. Executive Director's Report.
5. Presentation re: Economic Support Services.
6. Review/Discussion/Approval of Staffing Changes at CTC.
7. Administrator Report (CTC).
  - a. NPC Monthly Report.
  - b. QAPI Summary Report.
8. Financial Report for Community Treatment Center and Community Programs.
9. \*Statistical Reports.
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
10. \*Request for New Non-Continuous Vendor.
11. \*Request for New Vendor Contract.
12. Other Matters.
13. Adjourn Business Meeting.

*\*Note: attached as written reports*

#### Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

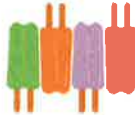





## JUNE 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am	4 Ed & Rec 5:30 pm @ NEW Zoo	5	6
7	8 Executive Cmte 5:30 p.m.	9	10	11	12	13
14	15	16 Veterans Recognition Subcmte 5:00 pm	17 <b>Board of Supervisors 7:00 pm</b>	18	19	20
21  Fathers Day	22 Land Con 6:00 pm PD&T 6:15 pm @ Airport	23	24 Human Services 5:30 pm	25 Admin Cmte 5:30 pm	26	27
28	29	30				



## JULY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 11:00 pm Ed & Rec 5:30 pm @ Golf Course	2	3  <i>County Board Office Closed</i>	4 
5	6 Executive Cmte 6:00 pm	7	8	9	10	11
12	13	14 Employee Picnic 	15 <b>Board of Supervisors 7:00 pm</b>	16 CJCB 8:00 am	17	18
19	20	21 Veterans Recognition Subcmte 5:00 pm	22 Human Services 5:30 pm	23 Admin Cmte 5:30 pm	24	25
26	27 Land Con 6:00 pm PD&T 6:15 pm	29	29	30	31	

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging & Disability Resource Center (April 23, 2015)
- Community Options Program Planning Committee (May 18, 2015)
- Fire Investigation Task Force (March 19, 2015)
- Harbor Commission (January 12, February 9, February 16 & March 9, 2015)
- Planning Commission Board of Directors (May 6, 2015)
- Solid Waste Board (January 19, February 16, March 16, April 20, 2015)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD**  
**MEETING**

**April 23, 2015**

**PRESENT:** Marvin Rucker, Jessica Nell, Lisa Van Donsel, Melanie Maczka, Ramon Fierros, Joan Swigert, Corrie Campbell, Pat Finder-Stone, Lori Rasmussen, Beth Relich, Barbara Robinson.

**EXCUSED:** Larry Epstein, Pat Hickey.

**ALSO PRESENT:** Stephanie Hughes-Thompson, Laurie Ropson, Diana Brown, Debra Bowers, Devon Christianson, Christel Giesen, Guadalupe Mercado.

The meeting was called to order by Chairperson, Rucker at 8:34 a.m.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS.**

**ADOPTIONS OF AGENDA:** Ms. Van Donsel/ Campbell moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 26, 2015:**

**Ms. Rasmussen/ Ms. Relich** moved to approve the minutes of March 26, 2015. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** none.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT – MARCH 2015:**

Ms. Bowers referred to the 2015 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of March.

Ms. Maczka/ Ms. Van Donsel moved to approve the Finance Report – March 2015. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

There were no restricted donations for the month of March. Ms. Bowers referred to the 2015 Restricted Donations handout to demonstrate expenditures totaling at \$7,414.29.

Ms. Nell/ Ms. Swigert moved to approve the Restricted Donation Report. **MOTION CARRIED.**

**EXECUTIVE AND FINANCE COMMITTEE REPORT:**

**A. LIMITED TERM EMPLOYEE REQUEST:**

Ms. Christianson presented the Limited Term Employee Request from the Finance & Executive Committee meeting, it includes:

- The Maintenance position would increase from 30 hours a week to a full time position through December 31<sup>st</sup>, 2015. This will allow the current Maintenance Assistant to keep up with demands of room set ups. This will be funded by a MIPPA grant.
- Hiring Jake Thompson, ADRC's current Bachelors of Social Work student, as an I&A Assistant. Jake would be hired from May until September to assist the I&A Unit through enrollment counseling. This will be partially funded through MA claiming.

- Hiring Teri Bradford, ADRC's current part time Nutrition Assistant as a part time scanner through December 31<sup>st</sup>, 2015. Teri will be able to catch up on back scanning and get the units on track.

Ms. Van Donsel/ Ms. Robinson moved to approve the budget transfer as requested for limited term staff. **MOTION CARRIED.**

#### **B. Investment Policy Development:**

Ken Wirtz joined the Finance & Executive Committee last week to discuss the possibility of creating an Investment Policy. Mr. Wirtz recommended that the ADRC move forward with identifying a set of funds "Investment" and see what kind of feedback we receive. The more flexible and best option that Mr. Wirtz recommended is starting an endowment fund that would encourage the community to donate. This will allow the ADRC to use the earnings of that fund to add to the emergency fund.

The board expressed concern about the funds going to different to be managed. Ms. Christianson expressed the concern that managing these accounts would take a lot of staff time and expertise that is not currently available. Ms. Robinson recommended that volunteer hours are represented in the financial highlights every month to demonstrate their value.

At this point the ADRC will be doing more research and will meet with more investment professionals. The ADRC will wait until after the County Budget process to see what kind of feedback is received and move forward from there.

Ms. Rasmussen/ Ms. Robinson moved to accept recommendations of the Executive & Finance Committee. **MOTION CARRIED.**

#### **STAFF REPORT: I& A/ ENROLLMENT COUNSELING MARY SCHLAUTMAN:**

Ms. Schlautman could not make it to the Board meeting because she was engaged in enrollment counseling. Ms. Christianson expressed her gratitude for Ms. Schlautman for being a great support for her staff and putting in many extra hours.

There are currently 1,557 individuals transitioning from the waitlist to Family Care services consisting of 1,477 adults and 80 children. 873 consumers have to be enrolled by July 1, 2015. All staff has stopped doing Functional Screens in the month of April, unless it is an emergency situation. All I&A are now doing enrollment counseling and have a very specific amount of people to enroll per day on top of daily calls and daily walk in consumers. To keep up with the enrollment target the ADRC is using home visits as the last resort and doing as many group enrollments as possible. As of April 23, 2015 there is 572 consumers enrolled. Ms. Christianson thanked the entire agency for being a great support during the enrollment process.

Ms. Christianson shared a consumer story about a family of 12 that lives in New Franken. They contacted the ADRC ten years ago and they were put on many services, one included being put on a waitlist for Long Term Care. Recently their name came up for enrollment counseling and the ADRC was able to successfully enroll them into Family Care. The most positive thing about Family Care is being able to enroll people that have been waiting for years and really need services. The board recognized and thanked all the ADRC staff that do a wonderful job and always treat people with respect.

## **DIRECTORS REPORT:**

### **A. BOARD SURVEY RESULTS:**

Ms. Christianson thanked the board for filling out the survey. Ms. Mercado will email the link so that everyone can see all the comments.

### **B. AGING PLAN LISTENING SESSIONS:**

Listening sessions are coming up in May; Ms. Christianson invited the Board to attend.

### **C. BROWN COUNTY CLASSIFICATION AND COMPENSATION PLAN:**

Brown County has recently restructured all staff positions and compensations. The ADRC is not included in this plan but is required to follow it. This will take the step classification out and instead there will be a below, midpoint, and high classification. All supervisors are currently required to review all job descriptions to be as specific as possible.

### **D. BROWN COUNTY RESOLUTION SUPPORTING ADRC'S:**

Brown County is one of 38 Counties that have passed a resolution supporting ADRC's. Ms. Christianson thanked the board for the advocacy that has been accomplished.

## **LEGISLATIVE UPDATES:**

Ms. Finder-Stone presented a new campaign called Fix the Budget. The campaign consists of members that want to fix the budget for various reasons. Ms. Finder-Stone passed out a flyer and encouraged everyone to visit the website or the social media pages. Fix the Budget is currently planning an event at the ADRC on May 6, 2015 with booths where people who want to contact their legislators can. Ms. Christianson will send more information about this event to the Board.

Ms. Christianson encouraged everyone to keep up their advocacy efforts and to write letters individually.

## **ANNOUNCEMENTS:**

Ms. Nell shared that Vicky N. passed away very unexpectedly on April 19, 2015. There will be a memorial May 24, 2015. Vicky had an incredible impact in this community and be missed by many.

Dick Siege the president of the Green Bay Education Committee passed away very unexpectedly. Mr. Siege was nominated as an ADRC Board Member and helped run many prevention programs. There will be a memorial for him on Sunday, April 26, 2015.

There will be no Board meeting in June but there will be a combined meeting on July 9, 2015.

## **NEXT MEETING – May 28, 2015 at the Aging & Disability Resource Center.**

**ADJOURN:** Ms. Van Donsel/ Ms. Nell moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:29 a.m.

Respectfully Submitted,  
Guadalupe Mercado, Office Assistant

## **PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE**

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, May 18, 2015 at 111 North Jefferson Street, Green Bay, Wisconsin.

**Present:** Helen Desotell, Mary Hansen, Pat Hickey, Sandy Juno, John VanderLeest, Lori Weaver

**Absent:** None

**Excused:** Mary Schlautman, Chua Xiong

**Others Present:** Marvin Rucker and Mary Rasmussen of BCHSD

Co-Chairperson Helen Desotell called the meeting to order at 8:34 a.m. with roll call. A quorum was present.

### **MODIFICATION/APPROVAL OF AGENDA**

**MOTION:** Mr. VanderLeest moved to approve the agenda as mailed. Ms. Hickey seconded. Motion carried unanimously.

### **MODIFICATION/APPROVAL OF MINUTES**

**MOTION:** Mr. VanderLeest moved to approve the March 23, 2015 minutes as mailed. Ms. Juno seconded. Motion carried unanimously.

### **GENERAL UPDATES**

**Family Care Update** – Ms. Weaver said we are on track for transition. Starting July 1<sup>st</sup>, 57% of almost 1,600 current clients will begin transitioning to managed long term care programs. With the remaining 43%, a roughly even number of cases will transition each month through October 1<sup>st</sup>. The ADRC has been very busy with the enrollment process. Some individuals have disenrolled from their original choice of organizations and have re-enrolled with another. Mr. VanderLeest asked for an example of a typical situation where this would happen. Ms. Weaver said she has heard that some people are realizing that there's not enough money in their IRIS budget to cover self-identified needs, and they would rather re-enroll with one of the MCOs, though the IRIS plan allows individuals the right to appeal. Another typical scenario is when an individual enrolled early with one MCO and later discovered that their primary caregiver contracted solely with the other MCO.

**COP Update** – Mr. Rucker said he has been developing a spreadsheet to track cases that will remain after others transition out. To date there are about 400 COP/COPW/CIPII recipients scheduled to transition July 1<sup>st</sup>. He is working with Ms. Weaver regarding how cases will be redistributed during the transition process. Most of the case managers will be leaving in July, but there are five who are planning on staying for a few months. There appears to be a sufficient number of case managers to handle the cases that will remain. One case manager is leaving early June, however she has already done most of the work needed for the cases

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – MAY 18, 2015**

transitioning in July. The case manager(s) assigned to her cases for that one month will not have significant work to do on them.

**Staff Update** – Ms. Weaver said the challenge is maintaining consistency here while transitioning staff are gradually leaving. Mr. Rucker said the transition Brown County is involved in is moving faster than transitions in previous years in other areas of the state. In most of those areas the transition occurred over a longer period of time, and county employees remained employed by the county for a while through a contract arrangement with the MCOs. Our case managers are receiving some pressure from the MCOs to leave Brown County earlier than their scheduled hire date.

**CIP Update** – Ms. Hansen said CIP is in the middle of a record review with the state wherein the state is looking at records in addition to performing face-to-face interviews with consumers. With regard to the Family Care transition, CIP has a similar situation to COP in that case managers are leaving early. In some cases the case manager is leaving prior to his or her cases leaving. It remains a tremendous challenge to redistribute caseloads among remaining staff. There is also the typical transition activity of closing out authorizations and dealing with files, which Ms. Hansen, Ms. Weaver and Mr. Rucker are working on jointly.

**MOTION:** Mr. VanderLeest moved to approve the update reports and place them on file. Ms. Hickey seconded. Motion carried unanimously.

**DISCUSSION OF COMMITTEE ROLE AND STRUCTURE  
AFTER FAMILY CARE**

Ms. Weaver said last time the Committee met we had decided to look into options and make recommendations to the County Executive regarding the Committee's role after October. When asked for her recommendation, Ms. Weaver said it could go either way. Some counties are lumping the COP Committee in with the ADRC Board, but we cannot do this because our ADRC is a separate entity requiring a separate oversight committee. It would be nice to have some blending of both committees, as membership requirements and guidelines are similar for both. Mr. Rucker said there has to be representation from the Human Services Department on the COP Planning Committee, however, that may not be the case for the ADRC Board. Mr. Rucker, who is the ADRC Board Chair, intends to talk about this with Devon Christianson, ADRC Director. He is not sure we can "blend" the two committees while maintaining the structure the ADRC must have for their Board.

Ms. Juno asked what functions the COP Committee would have left to do after Family Care. Ms. Weaver explained that after Family Care, COP consumers remain. COP provides support to individuals with physical and mental disabilities but who do not meet Family Care eligibility requirements. Assembly Bill 21 proposes the state also have "CCOP," which is a Community Options program for children that would replace the Family Support program. We will know more when and if the proposed legislation passes, possibly by the end of this month. Mr. VanderLeest said the COP Committee could make a recommendation, getting the Corporation Counsel's office involved in case there is something that has to be approved by the County Board. Ms. Weaver said the partnership this department has with the ADRC is expected to continue and they will likely continue to have involvement with referrals to COP in the future. This Committee would continue to have the responsibility of addressing appeals, which would be an aside from any blended COP/ADRC Committee.

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – MAY 18, 2015**

**MOTION:** Mr. VanderLeest moved to defer to the next meeting until more information can be obtained by Mr. Rucker and Ms. Weaver about a joint committee with the ADRC, including communication with other counties regarding their County Boards. This would also include communication with our ADRC and Corporation Counsel's office regarding ordinances. Ms. Juno seconded. Motion carried unanimously.

**CLOSED SESSION**

Mr. VanderLeest read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—

**MOTION:** Mr. VanderLeest moved to go into closed session. Ms. Hickey seconded. Ms. Desotell conducted a roll call vote. Ms. Hansen, Aye, Hickey, Aye, Ms. Juno, Aye, Mr. VanderLeest, Aye. Motion carried.

**MOTION:** Mr. VanderLeest moved to go back into regular open session. Ms. Juno seconded. Ms. Desotell conducted a roll call vote. Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Juno, Aye, Mr. VanderLeest, Aye. Motion carried.

**During the closed session the Committee made the following decisions:**

8A) One CBRF variance request for placement at Artisan CBRF

**MOTION:** Mr. VanderLeest moved to approve the variance request. Ms. Juno seconded. Motion carried unanimously.

8B and 8C were for information purposes only and did not require a vote.

**OTHER BUSINESS**

Due to key members' inability to attend on the regular fourth Monday July meeting date, after discussion the Committee decided to meet one week earlier, on Monday, July 20<sup>th</sup>.

**MOTION:** Mr. VanderLeest moved to adjourn. Ms. Juno seconded. Motion carried unanimously. The meeting adjourned at 9:02 a.m.

Respectfully submitted,  
Mary Rasmussen



# PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

## BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on March 19, 2015, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Larry Mours, Brad Muller, David Konrath, Eric Dunning, David Lasee, Joe Gabe, Ed Janke, Mike Niefert, Todd Delain

Item #1. Adoption of Agenda.

Motion was made by Muller and seconded by Dunning to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Dunning and seconded by Lasee to approve the minutes of the meeting from December 18, 2015. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Gabe reported that the Fire Investigation Unit was called out to the following fires since the last meeting:

12-25-14 710 Bay Beach Rd., Green Bay  
12-26-14 1434 E. Mason St., Green Bay  
02-15-15 3473 Miners Way, Lawrence  
03-09-15 3510 Stream Rd., Suamico  
03-15-15 3517 French Rd., Lawrence

Gabe reported that there have been some issues at the last few fires.

Item #4. Report of General Membership President.

Gabe stated he mentioned to members that Delain would like to have a Brown County Sheriff's Office FIT member at fires that occur in the jurisdiction of the Sheriff's Office. Gabe also told members that there have been issues with reports at the last few fires. Gabe also notified members that insurance companies are unhappy with heavy equipment flattening buildings before they get out there to take a look and that they will come after us if it happens again.

Gabe reported that there were issues with Dan Kerkhoff at the recent French Road fire. After discussion, it was agreed by the Board that those on scene should record details about what happened and file them with the Board of Directors, and then the Board will talk to Kerkhoff's fire chief.

Gabe also reported that intern Matt Maleport has resigned from the Task Force.

Item #5. Financial Report.

Delain reported there was \$736 left in the budget at the end of 2014 and some lighting and a tablet were then purchased. In the first quarter of 2015, \$1,343.30 was spent.

Delain reported that the safety house account is currently at Chase Bank in a money market checking account which incurs a monthly fee and that there is minimal oversight of these funds. He stated that Barb Peters researched this and suggested that this account be added to the Brown County family of accounts so that it won't incur service fees and will earn better interest. She would reconcile the monthly bank statements with accountant Don Hein and the account would be subject to an annual outside audit. This will make the account transparent. The account is named "Brown County Fire Safety Association". It was suggested that two signatures should be needed for this account to be able to make purchases. Motion was made by Janke and seconded by Muller to move the finances of the safety house to the Brown County family of accounts.

**Motion carried.**

Delain stated that since General Membership dues have been eliminated, which went towards snacks after meetings, any remaining balance can be used up by the General Membership for snacks over the next meetings until the funds are exhausted. Delain stated there is no need now for a Treasurer on the General Membership as Peters will now be handling the safety house account and there are no more dues. Motion made by Muller and seconded by Delain to eliminate the General Membership Treasurer position and the annual dues from the bylaws.

**Motion carried.**

Item #6. Old Business.

A. Disposition of Case Proceedings.

No case proceedings to discuss.

B. Status on written procedure for chiefs in other counties if they want mutual aid from the Task Force.

Delain passed out a draft entitled *Requests for Mutual Aid from Agencies Operating Outside of Brown County* which will be sent out to all Brown County and surrounding county fire chiefs and surrounding county sheriff, which states,

"If a fire department is operating outside Brown County, that fire chief should contact the Sheriff's Office in that jurisdiction. That Sheriff's Office would then send a teletype to the Brown County Public Safety Communication Center, requesting mutual aid assistance from the Brown County Fire Investigation Task Force. The requesting Sheriff's Office shall be responsible for reimbursement of cost associated with the mutual aid request."

Item #7. New Business.

A. Review applications for BCFITF investigative intern positions.

Applications were received from Luke Vannoie, Christopher Brodbeck, James Weeks, Jeffrey Krall, Craig Pakkala, Ronald Vandebusch and Tyler Jonet. After reviewing the applications, the Board approved the following individuals as interns on the Task Force:

Motion made by Dunning and seconded by Delain to approve Weeks as an intern. **Motion carried.**

Motion made by Delain and seconded by Muller to approve Krall as an intern. **Motion carried.**

Motion made by Delain and seconded by Dunning to approve Pakkala as an intern. **Motion carried.**

Motion made by Muller and seconded by Mours to approve Vandebusch as an intern. **Motion carried.**

Motion made by Janke and seconded by Delain to approve Jonet as an intern. **Motion carried.**

It was noted that on March 15, 2012, a motion was passed by the Board to conduct an annual criminal background check on FIT members to ensure that nothing would impede their ability to be a fire investigator or intern. This had not yet been added to the bylaws or application process. Motion was made by Lasee and seconded by Delain to add a bullet point to the application asking if the applicant has been convicted of any crime. **Motion carried.**

Gabe will remain as the General Membership President/Coordinator on the Task Force until the fall meeting/election of officers. He will be resigning due to his workload at the fire department.

Delain presented the addition of a FIT Administrator for the Task Force. He stated that after discussion he had with other members, they felt it would be important for the Task Force to have an administrator, who is not a member of the Board of Directors, to oversee paperwork and training. He passed out a draft of the functions and duties of the FIT Administrator position and the appointment thereof as well as an addition to the functions and duties of the FIT Coordinator regarding his/her role with the FIT Administrator, to be added to the bylaws. It was suggested that another paragraph be added to the FIT Administrator functions and duties to state, "He/she may attend the quarterly General Membership meetings." Motion was made by Delain and seconded by Janke to approve the changes to the bylaws, and if no concerns, they will be approved. **Motion carried.**

It was suggested adding an introduction to the bylaws explaining the history of the Task Force. Also, Janke will draft values to be added to the bylaws.

Motion was made by Janke and seconded by Muller to have two signatories for the Brown County fire safety house account, being the FIT Administrator and the FIT Chairperson of the Board of Directors. **Motion carried.**

Motion was made by Delain and seconded by Muller to appoint Captain Dave Konrath of the Brown County Sheriff's Office as the Administrator of the Task Force. **Motion carried.**

Item #8. Report of Juvenile Firesetter Program Coordinator.

Gabe reported that there has been one JFS case since last meeting.

Item #9. Other Matters.

A. Discussion on reinstatement of safety house 501(c)(3).

This will be put on next meeting's agenda along with discussion of new vehicle.

Mours is resigning from the Task Force due to his retirement. There is now a vacancy for Vice-Chairperson. This will be put on the next meeting's agenda. Mours was thanked for his service on the Task Force. It was mentioned that Glenn Deviley may be interested in this position as he is now working in the insurance industry. Gabe will talk to him.

Item #10. Set Date, Time, and Location of Next Meeting.

The next meeting was set for June 18, 2015, at 9:00 a.m., at the Brown County Sheriff's Office.

Item #11. Adjourn.

Motion was made by Delain and seconded by Mours to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent  
Recording Secretary

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## PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

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A meeting was held on **Monday, January 12th, 2015**

Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) The meeting was officially called to order by Commission Craig Dickman at 11:30 am.

2) Roll Call:

Present: President Craig Dickman  
Vice-President Tom Klimek  
Commissioner Bernie Erickson  
Commissioner Bryan Hyska  
Commissioner Hank Wallace  
Commissioner John Hanitz  
Commissioner Mike Vizer  
Commissioner Tim Feldhausen

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Steve Popp, E.H. Wolf  
Jeff Smudde, NEW Water

Not Excused: Commissioner Ron Antonneau

3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Hank Wallace and seconded by Tom Klimek. Unanimously approved.**

4) Approval/Modification – December 8, 2014 Meeting Minutes

**A motion to modify Bernie Erickson to excused and approve the minutes of December 8, 2014 was made by Bryan Hyska and seconded by Tim Feldhausen. Unanimously approved.**

5) Announcements/Communications

Commissioner Hanitz noted that he has a concern for the South Lighthouse foundation. Dean Haen recommended getting ahold of the Green Bay Dive Team. Commissioner Hanitz will look into this and come back with a status report.

Dean Haen mentioned that there have been some issues with postage where after the agenda packets have been delivered with additional postage due. This issue has been resolved. Brown County will reimburse anyone who has paid due postage.

6) Fox River Environmental Clean-Up Project

Dean Haen stated that at the meeting in November held at the Neville Public Museum for property owners along the Fox River, a map was handed out where the Clean-Up Project showed proposed caps that would be placed to cover up PCBs. In the beginning of January, the department received an updated map of additional new proposed caps added that are colored in light blue. Mr. Haen is concerned that this has changed shortly after meeting with the land owners. The new cap out in the bay is not a problem but some of the new caps in the Port will affect port facilities like US Venture (the former Noble Petro), Fox River Dock, Flint Hills and the use of Georgia-Pacific's East Mill on the East River turning basin. Mr. Haen recommends sending a copy of this new map to the property owner's mailing list to let them know new caps have been added and maybe respond to the Project in writing.

Commissioner Wallace questioned if these new caps were projected to go in or if they were already in. Mr. Haen explained that the way he understands it, the Clean-Up Project proposes a plan, then the WI DNR and EPA sets the plan. There still is time to talk to the property owners along the Fox River. No discussions had been held with any terminal operators beyond that meeting.

Commissioner Vizer explained that as a Port Terminal Operator (St. Marys Cement), he had been in contact with Clean-Up Project in December and informed them that his desire was to have no caps associated with his facility. At St Marys Cement, it was noted that their maps were wrong as far as location for a cap. The previous maps were showing a cap right next to St. Marys Cement dock when in fact it was further down river.

Commissioner Hanitz wanted to clarify that for CC12 on the map at the Green Bay Yacht Club, it shows the slip extending out into the river with the light blue (proposed cap) and then a blank space. He would like to know if the front end of that dock with the lighthouses is capped. Mr. Haen responded that according to the map there is no proposed cap in front of the two lighthouses.

Mr. Haen went on describing some of the new additional proposed caps (light blue on map); CA57 is in front of the Metro Boat Launch, CC12 is in front of US Venture's property (by the pipeline that was Noble Petro), CA93 is in front of Flint Hills Resources dock, CA85B is in front of Fox River Dock, CA90 is in front of US Ventures waterfront, SHC20 is in front of Georgia-Pacific's steel dockwall and CA42 is in front of a vacant slip.

Commissioner Hanitz questioned if US Venture had taken over the Noble Petro buildings on Quincy Street. Mr. Haen answered that they will if they have not already.

Commissioner Hyska wanted better understanding if the new proposed caps were already agreed to by the property owners since October. Mr. Haen explained that this map represents a

proposed plan from the Clean-Up Project to the DNR. The Clean-Up Project has to work with the property owner. The DNR may ask the property owner if they are supportive or not.

Commissioner Wallace stated that the department does not really know if landowners (including terminal operators) have had conversations with the Clean-Up Project. Mr. Haen confirmed that the department does not know and was suggesting sending this new map out to the landowners and be available to assist them. Commissioner Hyska suggested reaching out by phone to the property owners. Commissioners Vizer and Erickson agreed.

**A motion to suspend the rules to hear from interested parties to speak on the Fox River Environmental Dredging Project was made by Hank Wallace and seconded by Bernie Erickson.** Unanimously approved.

Jeff Smudde, NEW Water, 2231 N. Quincy Street Green Bay, WI 54302.

Mr. Smudde mentioned that he is the point of contact at NEW Water and has not been contacted by the Clean-up project since the meeting at the Neville Public Museum regarding any new capping plans for their property including the boat launch at the Yacht Club or US Venture property. Commissioner Dickman had asked Mr. Smudde if he has a copy of the map or has seen a copy. Mr. Smudde responded that he has not and was handed a copy.

**A motion was made to return to regular session by John Hanitz and seconded by Tom Klimek.** Unanimously approved.

Commissioner Dickman concluded that just the nature of new information that came up this month shows the need to both stay on top of this effort and continue to have this a standing agenda item.

#### 7) Port of Green Bay Communications Plan 2015 – Request for Approval

Dean Haen explained that the proposed Port of Green Bay Communications Plan for 2015 keeps the dollar amount the same at \$35,000 splitting it up to the same areas as in the past (\$20,000 in Public Relations and \$15,000 in Communications). The 2014 plan included a video, which was worked on for six months but will not be completed until this year. Some 2015 advertising costs were prepaid in 2014 equaling the costs of the video.

Commissioner Feldhausen questioned if some of the video was completed. Mr. Haen replied that majority of the work was completed last year, including the script but the project was unable to complete the video footage that needed access to a ship. Staff wanted the video to give the perspective of being on a ship traveling into the port moving past land markers and businesses along the way. Coordinating the video filming crew with an incoming ship has been difficult. After the final footage the video will be complete. To get on a ship, one must get the operator/owner's permission which has been worked out with Great Lakes Fleet and Great Lakes Calcium.

This is the department's third three-year contract and part of the Port of Green Bay's Strategic Plan. Commissioner Vizer asked what the purpose and plan of the video is. Mr. Haen responded that the plan is to put the video on the Port of Green Bay website, use the video at any of the trade shows/marketing efforts or use little clips in different ads or press release applications. It is not intended to be used as a direct marketing effort to bring businesses in. A majority of the public cannot get a water side perspective and this would show the perspective of being on the vessel coming into port from the Bay. When coming in, one can see the islands like Long Tail, see the bridges and facilities all the while educating them with port information including the

economic impact, environmental benefits and the terminal operators all within approximately two minutes.

Commissioner Dickman mentioned that prior to a communication plan there was not a lot of awareness of what the Port does and anytime it would bubble up in the news, it was normally something negative associated with Renard Island or along those lines. The communication plan started putting out more information creating a greater positive impression in the marketplace for not only what the Port does but also the value of the Port is.

Commissioner Feldhausen agreed that advertisements in the Business News do generate a lot of attention, but questioned the feedback generated by the Green Bay Chamber Fact Book. Mr. Haen answered it is hard to measure a return on investment for advertising and he is not exactly sure what the Green Bay Chamber does with or how they use the Fact Book. The Fact Book includes several pages of port related information in exchange for the advertisement. Mr. Walter recommended that if he would like more detailed uses or more clarification on the return of advertisement, a representative from Leonard & Finco could come to a future Harbor Commission meeting to explain. Leonard & Finco does track demographics, hits on pages, returns on investment, etc.

Commissioner Hyska questioned if any discussion historically has taken place around the Port being involved in the Manufacturing Expo at the KI, Manufacturing Awards of Distinction Dinner, etc. on getting the visibility out to a B2B (Business to Business) community. Mr. Walter responded that the department has not. Commissioner Hyska recommended the department suggest this to Leonard & Finco. Mr. Haen responded that this is a draft and welcomes any suggestions.

**A motion to submit additional suggestions to Leonard & Finco and approve the 2015 Port of Green Bay Communications Plan was made by Bryan Hyska and seconded by Mike Vizer. Unanimously approved.**

#### 8) Renard Island – Update

Mr. Haen gave an update on the federal work on the causeway that has been completed by the US Army Corps of Engineers (USACE). The causeway has been lowered and the gate re-installed. The Corps is now in the process of providing construction documentation reports to the Department for submittal to the state to complete the closure activities around Renard Island. The Highway Department has will be installing WDNR required features including fish cribs and a rock reef off Renard Island. McDonald Warehousing has agreed to provide the trees for the fish cribs. Michael Best & Friedrich LLP has prepared a legal opinion pertaining to the Lakebed Grant and Chapter 30 permit. Staff has not seen this legal opinion, but understands the opinion states the Chapter 30 is as permanent as the Lakebed Grant in terms of revocability and equal in permanency. Hopefully the USACE will accept this legal opinion. Mr. Haen had told the USACE that this was forthcoming and responded that acceptance would likely create precedence in the Corps. USACE commented that this would affect the USACE nationwide and although this is not necessarily a bad thing, it would have to go all the way up to Headquarters for approval.

Communications regarding securing a permanent easement have also taken place with the City of Green Bay. Several versions of easement language have been exchanged. The City is still trying to secure control of the island uses through approvals and revocability. These are not acceptable conditions to the Corps. Staff suggested better defining what acceptable uses are for the island. There has been no response from City at this time.



Commissioner Dickman added that when Mr. Haen and Mayor Jim Schmitt (City of Green Bay) met, language was verbally agreed upon that said the use of the island would be for recreational use consistent with Bay Beach. The Department sent the City an updated easement with that language. The City sent back a revised easement language that includes Parks Director approval which essentially would give the City absolute control of what could be done otherwise the easement would be revoked. The County and Corps are certainly not in agreement with the language in the easement at this point.

Commissioner Hyska asked if there has been discussion around the length and how many years. Commissioner Dickman replied that this is perpetual and that is why the USACE is looking for an irrevocable easement. This is why the City having total control does not meet the language at this point. This continues to be an open item.

#### 9) Review of Draft 2015 Port Strategic Plan - Update

Commissioner Klimek updated that he, Commissioner Wallace, and Commissioner Hyska comprised a committee to develop the strategic plan update with Mr. Haen and Mr. Walter's help. Roundtable discussions took place in September 2014 with the terminal operators which were very educational to the committee to help draft the Port Strategic Plan. Mr. Haen took the first step in drafting a plan based on the roundtable discussions, meetings, and other information to generate some proposed strategic themes, goals and objectives. Moving forward, Commissioner Hyska will look at the financial aspects of the plan including the values of the various leases. Commissioner Klimek would appreciate input after the Commissioners have reviewed the draft.

Mr. Haen commented that this plan included in the agenda packet is a draft; the watermark did not make it on the printed document. All of the notes taken at the roundtable discussions were included into the plan. Moving forward it would be appreciated if Commissioners review the draft plan looking at the mission, vision, initiatives, themes and the strategic plan committee will keep refining the plan.

Commissioner Dickman stated that any feedback that members of the Commission should have, should be provided to the Committee to continue to iterate.

Commissioner Hyska mentioned that he volunteered to undertake the financial piece of the plan. For the February meeting he anticipates bringing a future cash flow model to see what capital there would be to deploy but also more importantly trying to look at what the cash flow position looks like with some of the leases starting to fall off. Also the fee structure may need to be revisited through the financial analysis.

Commissioner Dickman appreciates the work of the committee. His thoughts on the move that the Commission is taking from project managers to business development for Renard and Cat Island is really a key shift to get out in the market and communicate more aggressively. As an Enterprise fund, the Commission really needs to think about the financial health and the ability to operate.

Commissioner Erickson mentioned that his eye caught Foreign Trade Zone in the plan. He suggests making a statement on the initiatives rather than continuing to sit back.

#### 10) Director's Report – Update

Mr. Haen discussed a letter to the Western Pilots Association regarding the daylight restriction mentioned last month. An initial attempt was made by phone and messages were left to the president. The letter generated a strong response from the US Coast Guard including the Captain of the Port called as well as District 9 in Cleveland, OH. The gentlemen from Cleveland had responded that they are having a lot of problems from the Western Pilots and that they were unaware the Western Pilots were having this restriction on Green Bay and do not want to see it in place. Cleveland is going to try and mediate or direct the pilots to not treat Green Bay differently.

The second item discussed was the physical characteristics of the sand at Cat Island. Sand that went in Cat Island was very clean and looks like high quality white beach sand. It is not fracking quality but it is still high quality sand with construction properties. In the meantime, the Department was approached by Michels Construction with interest in purchasing sand. Beneficially reusing the sand requires an exemption of solid waste rules, a testing protocol and more. Mr. Haen reached out to the DNR and USACE to advance the opportunity. The opportunity must be balanced with the Cat Island Advisory Team's habitat goals. The Harbor Commission may need to develop a policy regarding this opportunity. Based on 2014 dredging, approximately 400,000 cy of sand was placed in the islands that were only designed to receive a total of 2.3M cy resulting in less than 20 years capacity. Mining the sand out of there might be a legitimate option.

Commissioner Hyska asked if the Corps needs to opine on allowing what the department pulls out by what they are putting in. Mr. Haen answered that it is their facility and the department will eventually be the owner. The strategy to interest the Corps would be creating additional capacity and leaving the area in a manageable state so they could come back and refill. This would be a betterment because there was talk that the dredged material would have to be moved around to keep it contained.

#### 11) Audit of Bills – Request for Approval

**A motion to approve the Bills was made by Bryan Hyska and seconded by Hank Wallace.** Unanimously approved.

#### 12) Tonnage Report – Request for Approval

Overall the 2014 shipping season looks to close at 2.3M Metric tons, which is a 3% increase over last year. Staff will work on getting a press release out. Some highlights of the year include continuing the increase in limestone, petroleum coke is coming in at high levels, same amount of salt as last year, import and export petroleum products saw a 45% increase. The project cargo (boiler) that came into Georgia-Pacific was impressive however it will affect the tonnage for next year. The boiler is intended for Georgia-Pacific to not use as much coal.

**A motion to approve the Tonnage Report was made by Tim Feldhausen and seconded by John Hanitz.** Unanimously approved.

#### 13) Such Other Matters as Authorized by Law

No other matters as authorized by Law.

#### 14) Adjourn

**A motion to adjourn was made by Mike Vizer and seconded by Hank Wallace.**

Unanimously approved. Meeting adjourned at 12:23 pm.

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Craig Dickman, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department

## PORT & RESOURCE RECOVERY DEPARTMENT

# Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

## PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, February 9th, 2015**  
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

- 1) The meeting was officially called to order by Commissioner Craig Dickman at 11:31 am.
- 2) Roll Call:

Present: President Craig Dickman  
Commissioner Bernie Erickson  
Commissioner Bryan Hyska  
Commissioner Hank Wallace  
Commissioner John Hanitz  
Commissioner Mike Vizer  
Commissioner Tim Feldhausen  
Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR

Not Excused: Commissioner Bernie Erickson

### 3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Ron Antonneau and seconded by Mike Vizer. Unanimously approved.**

### 4) Approval/Modification – January 12, 2015 Meeting Minutes

**A motion to approve the minutes of January 12, 2015 was made by Ron Antonneau and seconded by John Hanitz. Unanimously approved.**

### 5) Announcements/Communications

Commissioner Vizer expressed a desire to develop a project to place a piece of art on the far Cat Island as soon as possible to enhance the port and give people an area attraction. Mr. Haen thought the idea would be a great idea to give those visiting the port of Green Bay a piece of art that would welcome them into and for visiting the port. Commissioner Antonneau expressed concern that the art piece would need to be approved by the Cat Island Committee, and that the

project should be part of a larger plan involving Cat Island signage informing people of the island rules. Mr. Haen stated that the Cat Island Advisory Committee (CIAC) was working on the public access rules for the island. Mr. Haen also mentioned that a variety of other agencies would be involved in making rules for the island.

Commissioner Hyska communicated that he had done work on the financial analysis of outstanding cash balances, mostly trending, pertaining to the leases coming off in the future. He emphasized that he was still working with Mr. Haen and Sherri McAlister and would be reporting more at the next meeting.

6) Fox River Environmental Clean-Up Project – Public Comments/ Update on Standing Item

Mr. Haen stated that at the meeting in January, he had become aware of additional caps that the project would put in the harbor area and had also had several meetings regarding the caps with terminal operators and the project team. Mr. Haen called attention to the letter reaffirming the statement made in 2009 opposing capping in the Green Bay Area Harbor portion of the river, and also urging terminal operators to write letters to the regulators and coordinators in order to gain approval for the stance. Mr. Haen mentioned that 100% of the businesses he had surveyed did not support caps in front of their property. The City of Green Bay did not have a stance.

**A motion was made to suspend the rules in order to take public comments by Hank Wallace and seconded by Ron Antonneau.** Unanimously Approved.

An attending citizen, Mr. James Breakbite, voiced his disapproval of capping, and his approval of dredging, stating that capping would negatively affect his property.

**A motion was made to return to regular order of business by Mike Vizer and seconded by Tim Feldhausen.** Unanimously Approved.

Commissioner Antonneau was concerned that the City of Green Bay did not take a position regarding capping of the river. He stated he was shocked that the city would not support their businesses and community who, for the most part, oppose capping.

7) 2014 Annual Report – Request for Approval

Mr. Dean Haen presented the 2014 Annual Report of the Port of Green Bay. The report included 2014 accomplishments and 2015 goals. The accomplishments included coordination with the PCB cleanup project, which is still in progress; and the Cat Island Project which is fully constructed, with some signage and project partnership amendments still in-progress. The project has a December 31, 2015 date to close out the Harbor Assistance Grant. Renard Island was capped and the causeway was modified and improved. The reef installation and fish sticks were also completed, but the easement is still being worked upon. The beneficial reuse project that was being worked on by a UWGB student as his master's thesis will most likely not be completed as part of his thesis work. Mr. Haen mentioned that Noble Petro had received a Harbor Assistance Grant, but after their purchase by US Venture it was unsure if they were interested in the grant. Mr. Haen noted that the 2015 goals that could still be modified, the first of which was the adoption of a new five year strategic plan. Mr. Haen mentioned that the PCB cleanup project would involve critical coordination between the navigating vessels and project. He also stated that he would like to close out the Cat Island Project in 2015. Another 2015 goal is to study importing

liquid fertilizer either using the old Noble Petro facility or another facility. Mr. Haen stated Renard Island would need to be closed out with the DNR and have the ownership transferred to Brown County. He expressed concern with the project dredging the I-43 area of the West Shore Pipeline so that US Venture can fully utilize vessel capacity travelling through the area, and stated that it would be complicated, as no one wishes to take over the responsibility.

Commissioner Antonneau mentioned that since the study concerning beneficial reuse would not be completed by the UWGB student, any notes concerning the study should be used by the Harbor Commission to finish the study where the student had left off. Mr. Haen agreed with this idea, stating that it was a priority to have beneficial reuse as a solution and the outcomes of the thesis were likely to advocate for changing regulations governing dredged material as solid waste. Mr. Haen mentioned the Cat Island project, and its emphasis on the beneficial reuse of dredged material. Commissioner Antonneau then mentioned that in the past the DOT did not want to use I-43 dredging material for beneficial reuse, but asked if there was a market for the material, stating that it would be nice to diversify the Port's income. Mr. Haen then mentioned that using the Cat Island sand would need to be approved by the CIAC, and that beneficial reuse should be a priority goal for the 2015 year.

**A motion was made to approve the 2014 Annual Report by Hank Wallace, and seconded by Ron Antonneau.** Unanimously Approved.

8) Green Bay Marathon Security Deposit for Demurrage Charges – Request for Approval

Mr. Haen mentioned that the Green Bay Marathon representatives did not attend this meeting; however, their position has usually remained the same over the years. Mr. Haen stated that the Port should not have to worry about slowing down or speeding up ships from their current speed due to the Green Bay Marathon. However, the Marathon should have to compensate the ships for demurrage incurred. Last year the retained demurrage check amount was increased to \$7500. The demurrage checks have never been used in the past, if it is not used again this year it will be returned to the Marathon.

**A motion was made to approve the security deposit for demurrage charges. Motion made by Ron Antonneau and seconded by John Hanitz.** Unanimously approved.

9) WDOT Harbor Assistance Program Statement of Intentions – Request for Approval

Mr. Haen stated that a position had to be taken regarding any possible project to be undertaken in the next three years. These are not an obligation, but serve the WDOT as a planning document to assess the need for the Harbor Assistance Program. Mr. Haen presented proposed Statement of Intentions. This enables application for a HAP grant in August. Mr. Haen explained that the Governor's budget for the Harbor Assistance program was the same as last year, which is \$12.5 million. Mr. Haen then mentioned that Brown County had received close to \$17 million from this program over the years and that many different projects such as the Cat Island project had been financed with the program.

**A motion was made to approve the Harbor Assistance Program Statement of Intentions. Motion made by Ron Antonneau and seconded by Tim Feldhausen.** Unanimously approved.

10) Great Lakes Investment Study - Update

Mr. Haen mentioned the Great Lakes Investment Study is the third study analyzing the Great Lakes, and stated that there are over 100 ports on the Great Lakes and many different businesses that use these ports. Over 600 businesses were contacted for a survey, and over \$7 billion dollars' worth of investment were identified, with over \$100 million of those dollars in Wisconsin. The vessel companies invested \$4 billion dollars, the ports invested \$1.7 billion dollars, and the government invested \$1.2 billion dollars, adding up to the aforementioned \$7 billion dollar investment. This study is used to help when speaking to legislators, media and local, state and federal governments.

Mr. Haen noted that the Investment Study had not been picked up by the local media, and the Commission was concerned with the fact that the local populace and legislators had not been made aware of the study. Mr. Haen agreed that the local media should be aware of the study, and will be making efforts to distribute this information to the public.

#### 11) Renard Island - Update

Mr. Haen made the Commission aware that he had hired outside counsel Michael, Best and Fredrick, LLC for an analysis of the strengths of a WDNR Chapter 30 permit versus a lakebed grant in response to the recent requirement by the US Army Corps of Engineers (USACE). The opinion stated that both are revocable, and that neither is stronger than the other. Mr. Haen has contacted the Corps and forwarded the opinion, but they have not yet responded. Mr. Haen noted that the Brown County Corporation Counsel agreed with the opinion.

Mr. Haen informed the Commission the rock reef and the fish cribs were constructed last week and will be completed later today. The type of wood being used in the fish sticks was then discussed, and Mr. Haen explained that the fish sticks are one time placements of cottonwood trees. Mark Walter explained that the trees had been recently cut for use in the fish sticks and they were green as part of the obligation to the permit, and they were individually cabled together.

Commissioner Dickman then stated that there were three things that the Commission needed to accomplish regarding Renard Island; Number one, successful completion of the Chapter 30 permit conditions. These were successfully completed. Secondly, the Chapter 30 permit has been determined to be as sufficient as a Wisconsin Legislative Lakebed Grant. Finally, the city of Green Bay needed to convert the temporary easement into a permanent easement. Mr. Haen stated that there were some early signs and written communication that the easement would be granted. Most recently the actual language was approved by the Mayor in which the County agreed that the island would be only used for recreational purposes consistent with Bay Beach amusement park area. However, the city has recently concluded that it will not grant Brown County the permanent easement and thus the Harbor Commission no longer believes that the easement is going to be granted. The City position is disturbing to the Harbor Commission because they have no reason to oppose it, and their position is really holding Brown County back from going forward with the Renard Island project that is in the best interest of the City and the greater community.

Mr. Dickman then stated that he talked to a representative of the Friends of Bay Beach, who has a meeting with the mayor coming up, and he wanted Friends of Bay Beach to know that the causeway is in jeopardy because the Mayor will not grant an easement. Commissioner Feldhausen then asked what the rationale was that was given by City Hall for not granting the easement. Commissioner Dickman responded that the City would only be interested in granting the easement if they had control over the

Renard Island operations, and only if any of Brown County's desired wishes concerning the island were approved by the City. Mr. Haen then brought up the point that legally the City cannot unreasonably deny access to County property and a letter should be written to the City informing them of the legal opinion. Almost six months have gone by and the Corps has been under the impression that an easement is forthcoming. Mr. Haen believes that the Commission should communicate to the Corps that the easement is unlikely to be signed, so that they are aware of the situation. The Commission discussed the possibility of making the discussion about the easement more public, and then get more support for the approval of the easement. This would make the easement more likely to get approved, because the Mayor would have the public opinion to worry about. The Commission then discussed the fact that the City has up until recently expressed, in writing, a desire to approve the permanent easement, and the fact that they are now going against their original position, and the Commission should let the City know of their initial commitment. A meeting was then scheduled for Monday, February 16, 2015, in order to discuss the permanent easement approval process. Realizing a permanent easement was unlikely, the Commission requested staff to draft a resolution rescinding the ownership transfer resolution passed earlier in 2014.

12) Director's Report - Update

Mr. Haen then mentioned the pursuit of an opportunity for Cat Island sand to be beneficially used in the large highway project. Approvals are being pursued and hoped that the project would be successful. Mr. Haen then mentioned the 2014 public relations outreach report that helped improve communication between the department and the public. Also, a letter of support was forwarded for the amendment to the Project Partnership Agreement (PPA) for Cat Island that needed to be done to include the offloading structure and signage. This will finalize the project costs and establish the cost share necessary to close out the project. Once the letter goes to Corps headquarters and is approved, it will then come back down for execution. Mr. Haen noted that Polaris Industries was looking to do a boundary modification, which could mean more activity for them, and would mean more benefit for the Port as the administrator of the Foreign Trade Zone.

13) Audit of Bills – Request for Approval

**A motion to approve the Bills was made by Ron Antonneau and seconded by Bryan Hyska.**  
Unanimously approved.

14) Such Other Matters as Authorized by Law

No other matters as authorized by Law.

15) Adjourn

**A motion to adjourn was made by Ron Antonneau and seconded by Mike Vizer.**  
Unanimously approved. Meeting adjourned at 12:40 pm.

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Craig Dickman, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department



PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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## PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

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A meeting was held on **Monday, February 16th, 2015**  
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) The meeting was officially called to order by Commissioner Craig Dickman at 10:34 am.

2) Roll Call:

Present: President Craig Dickman  
Commissioner Bernie Erickson  
Commissioner Bryan Hyska  
Commissioner John Hanitz  
Commissioner Tim Feldhausen  
Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR

3) Approval/Modification – Meeting Agenda

President Craig Dickman requested that item 5 be added to the agenda, "Such Other Matters As Allowed by Law."

**A motion to approve the modified agenda was made by Bernie Erickson and seconded by Tim Feldhausen. Unanimously approved.**

4) Resolution Rescinding May 21, 2014 Renard Island Causeway Ownership Transfer Resolution - Request for Approval

Mr. Haen met with representatives of the United States Army Corps of Engineers (USACE) while in Cleveland, OH and verbally informed them the unlikelihood of securing a permanent easement with the city of Green Bay and as a result has drafted the Resolution Rescinding the May 21, 2014 Ownership Transfer of the Renard Island Causeway. The USACE and Brown County have invested time and money into the causeway. The USACE indicated in Fall 2014 the requirement to secure a permanent easement and a bottomland lease for the ownership transfer to occur. City of Green Bay has in writing previously supported the causeway as a permanent structure. At this time, the City is unwilling to grant a mutually agreed upon easement resulting in the Resolution that is before the Commission.

President Dickman then stated that the County agreed with the city of Green Bay that the Renard Island facility would be used for recreational purposes compatible with the Bay Beach Amusement Park Area. President Dickman attended a city committee meeting at which the permanent easement was acted upon favorably by a 3-1 vote, however the City did not inform the County in advance that the easement included an additional paragraph #4 even though the County objects to this provision which states that the County agrees that the City of Green Bay Director of Parks and Recreation shall consent to and approve the end use of Renard Island. President Dickman then stated that Brown County owned Renard Island and with the causeway the City would benefit from its use. The city committee action will go before the full city council tonight. Commissioner Feldhausen noted that the city easement paragraph 4 should read "...shall not be unreasonably withheld."

President Dickman then suggested that a statement be added to the resolution that the resolution will go away if the County and the City agree upon a permanent easement. Conversation with the City also included their desire that the County maintain Sauk Road. It was then discussed about how the resolution should be worded and how Renard Island's fiscal impact would be measured. Currently this resolution states no fiscal impact and must stay this way.

**A motion by substitution to add language to the resolution: 1) modify the 2<sup>nd</sup> to last WHEREAS to read the same as draft easement, and 2) add "be it further resolved that this resolution be rescinded upon execution of a mutually agreed upon easement between Brown County and the city of Green Bay" made by Bernie Erickson and seconded by Ron Antonneau. Unanimously approved.**

5) Any Other Matters as Authorized by Law

The Commission discussed having a new meeting time and date for the Harbor Commission meeting. Many different dates and times were discussed, and everyone was asked to analyze their schedules. A survey will be used to determine everyone's best days and times for future meetings.

6) Adjourn

**A motion to adjourn was made by Bernie Erickson and seconded by Ron Antonneau. Unanimously Approved. Meeting adjourned at 11:56 am.**

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Craig Dickman, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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**PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION**

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A meeting was held on **Monday, March 9<sup>th</sup>, 2015**

Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) The meeting was officially called to order by Commissioner Tom Klimek at 10:32am.

2) Roll Call:

Present:	Vice President Tom Klimek
	Commissioner Bernie Erickson
	Commissioner Bryan Hyska
...	Commissioner Hank Wallace
	Commissioner John Hanitz
	Commissioner Mike Vizer
	Commissioner Tim Feldhausen
	Commissioner Ron Antonneau

Also Present:	Dean Haen, Brown County P&RR
	Mark Walter, Brown County P&RR

3) Approval – Meeting Agenda

**A motion to approve the agenda was made by Mike Vizer and seconded by John Hanitz.**  
Unanimously approved.

4) Approval – February 9, 2015 and February 16, 2015 - Meeting Minutes

**A motion to approve the meeting Minutes from February 9 and 16<sup>th</sup> of 2015 was made by Hank Wallace and seconded by Tim Feldhausen.**  
Unanimously approved.

5) Announcements/Communication

Mr. Klimek made an announcement to the Commissioners that the Annual Port Symposium will take place at Titledown Taproom on April 17<sup>th</sup>.

Mr. Haen introduced Shelby Schraufnagel, clerk/typist II as the department's new staff member

6) Fox River Environmental Clean-up Project - Public Comments/Update on Standing Item

In the agenda packet from February 2015, Mr. Haen included a letter that was sent to Wisconsin DNR and US EPA regarding the Port's opposition to capping in the Green Bay Harbor as part of the Fox River Clean-Up Project. The letter reestablished the County position from 2009. Mr.

Haen informed the Commission that responses were received from the NCR, USEPA, and WDNR. Their position is that capping is an approved remedy and cannot be dismissed. This is unfortunate, since NCR is interested in capping as a less expensive option, even though capping in the Green Bay Harbor area is at the expense of the long term vision for the port. Mr. Haen stated the County has taken a broad position of no capping. The strategy moving forward is to begin tackling each individual capping location. We might have to fight for dredging in some areas while allowing other areas to be capped. The interesting part will be utilities; we will have to push for the utilities to be dredged over. If the Corps can demonstrate that they can dredge over a gas line then there is no reason the clean-up project won't be able to.

Mr. Wallace asked about how many operators sent in responses to this letter. Mr. Haen responded that RGL holdings, CRM, Georgia Pacific all wrote specific letters about capping. Others like WPS, LaFarge and US Venture are in the process of writing letter as the terminal continue meeting with the clean-up project. Mr. Klimek asked if there had been any responses from legislators. Mr. Haen stated that he sat down with Representative John Macco, who wanted to know more about this topic. Other legislators have communicated by email. In general, the legislators have been asking for more information but not taking a position.

There was no public input about the topic.

#### 7) 2015 Federal Policies – Update

Mr. Haen gave the Commission a recap about his meeting last week in Washington D.C. with the Great Lakes Commission and separate meeting with our local federal legislators on topics of importance to the Port. The attached federal policies were agreed to by all Great Lakes Ports Association members at the winter meeting. Legislator meetings included the policy positions and immediate local issues. The challenge for the federal legislators is to abide by the language agreed to in the 2014 WRDA bill that will move towards full utilization of the harbor maintenance tax for its intended purpose of dredging the nation's waterways.

**A motion to approve made by Bernie Erickson and seconded by Hank Wallace.**  
Unanimously approved.

#### 8) Environmental Monitoring RFQ Results – Update

Mr. Doverspike, Operations Manager, spoke about the Environmental monitoring for the Department. He explained to the Commission that every five years the department solicits vendors for prices on environmental monitoring. MSA, the previous contractor cost about \$54,000 to do three locations; East Landfill, West Landfill and Bay Port. Separately, Foth performed environmental monitoring for Renard Island at a cost of \$25,000. This RFQ will be awarded to Robert E. Lee and Associates and will include Renard Island. Overall costs will decrease for Renard Island from \$25,000 to \$12,500. Haen explained that in the end the port area received most of the cost savings of the new RFQ.

#### 9) Harbor Assistance Program Funding - Update

Last week Mr. Haen sent a letter to all of the WCPA legislators advocating for restoring the Harbor Assistance Program funding. Governor Walker wanted to reduce the bond funding. Mr. Haen stated that in terms of bonding there's nothing more appropriate than infrastructure that lasts 75-100 years to be bonding for 20-30 year bond.

Mr. Haen stressed the length of the assets life as well as the small nature of the harbor assistance program makes the program affordable and valuable

Mr. Ron Antonneau asked if Mr. Haen has received any comments back from the legislators yet.

Mr. Haen stat that local democratic representatives have indicated they would do what they could. Other legislator responses were mainly just looking for more information but not taking a position yet. Other ports have started to do their immediate reach out to their legislators. Mr. Haen said that the chamber is putting it on their lobbying agenda as well.

#### 10)Federal Budget for Dredging – Update

Mr. Haen referred to the President's budget and an analysis from the American Great Lakes Association. He stated that the WRDA Bill is supposed to result in 10% of funding in the Great Lakes. The level of funding for the Great Lakes ports does not reflect any increase. A table was provided showing the recent annual funding level for Green Bay, this seems to be trending down slightly. Typically, Green Bay receives around \$3M in dredging, which results in approximately \$1.5-2.0M awarded to a dredging contractor. The difference is used to pay Corps salaries and overhead. In 2015, there are no other dredging projects proposed in Wisconsin besides Green Bay and Manitowoc. As a result, Green Bay's budget will be used to pay 100% of the local staff and portions of the district and division staff salaries. .

The amount listed in the President's budget is generated by the Corps. WRDA is going to move towards fully using harbor maintenance tax for dredging purposed with each year's seeing more money available.

Mr. Bryan Hyska asked what we have done when the budget does not provide the required amount of money for dredging. Mr. Haen's response to this question was that dredging is a federal responsibility. No local money has been used to maintain the federal navigation channel.– Prior Congresses have had the ability to earmark. The budget is now set by the administration with Congress giving the Corps discretionary funds that they can direct the Corps to use where they think it should be spent.

Mr. Erickson commented that Brown County pays dues to WACO (Wisconsin Association of Counties Organization) and NACO (National Association of Counties Organization), which are organizations that could help with influencing funding projects.

#### 11)Renard Island – Update

Mr. Haen provided the board with a summary of events of Renard Island's update.

Harbor Commission had two February meetings dealing with Renard Island in an attempt to communicate to the Corps that there have been difficulties getting easement. The Corps is requesting a timeline for acquiring the easement. The County is obligated to communicate to the Corp if an easement is forth coming or not forth coming. There are several things happening behind the scenes but nothing to report out. The resolution is going to the county board for March 18<sup>th</sup>. The county board will take some type of action at that time. Their options are to pass it, not pass it, or delay it.

Commissioner Erickson stated that Friends of Bay Beach have given different responses to their interest in the island, but speaking directly with them they would like to see access preserved. They don't see the island as having future development. The City has been talking to its committees but he is not sure where that's going. . This issue is not a City or County issue; it is a community issue. What should be done is what is best for the community and preserving future development on 55 acres.

## 12)Director's report – Update

Senate Bill 373 will give the Coast Guard sole authority over Ballast Water regulation. Vessels that come into the Great Lakes should not have to get permits from two Canadian Provinces and eight Great Lake states. This is going to put all of the authority in the Coast Guard who is already responsible for regulations across the Great Lakes.

The first ship contest has been published. There will be a prize package consisting of a badger ferry ride to Michigan and dinner in Manitowoc for the community member who guesses the closest date to the first ship arrival.

The Cat Island advisory committee is supportive of pursuing beneficiary use of sand. The committee has visions of doing additional habitat features on Cat Island and sharing in the revenue in the sale of the sand can facilitate the additional habitat features. . The Ports interest in beneficial use of sand is preservation of capacity in the island. Placement of 400,000 cy of sand last year resulted in 65% of the westernmost island capacity reached..

Commissioner Erickson addressed the topic of developing a designated County account where the money should be held. Mr. Haen responded that this was a great idea; he envisioned that the department would hold that money and Cat Island's advisory committee would request through the budget process with County Board approval use of the funds.

Commissioner Antonneau asked if the Commission would be able to use some of that money to maintain the cause way to Renard Island. Mr. Haen's response to this question was that, if sand is beneficially reused. The County would determine appropriate used for the revenue that could include a variety of efforts.

Also in the director's report was an attachment on ice breaking

**A motion was made to approve the Director's report was made by Wallace and seconded by Ron Antonneau.**

Unanimously approved.

## 13)Audit of Bills – Request for Approval

**A motion to approve the Bills was made by Bryan Hyska and seconded by Tim Feldhausen.**  
Unanimously approved.

## 14)Such Other Matters as Authorized by Law

The Commissioners decided that should a meeting be necessary in April, that the meeting be held before the Port Symposium on April 17

Tom Klimek brought up the Strategic Plan and asked for comments to be made by Thursday.

No other matters as authorized by law.

## 15)Adjourn

**A motion to adjourn was made by Hank Wallace and seconded by Mike Vizer.**

Unanimously approved.

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, May 6, 2015**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Matthew Harris	<u>X</u>	Debbie Schumacher	<u>X</u>
James Botz	<u>X</u>	Frederick Heitl	<u>X</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>Exc</u>	Phil Hilgenberg	<u>X</u>	Lanny Tibaldo	<u>X</u>
William Clancy	<u>Exc</u>	Kathleen Janssen	<u>X</u>	Jason Ward	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dotty Juengst	<u>X</u>	Dave Wiese	<u>Exc</u>
Bernie Erickson	<u>Exc</u>	Patty Kiewiz	<u>Exc</u>	Reed Woodward	<u>X</u>
Steve Gander	<u>X</u>	Michael Malcheski	<u>Exc</u>	City of Green Bay (vacant)	
Adam Gauthier	<u>X</u>	Ken Pabich	<u>X</u>	City of Green Bay (vacant)	
Steve Grenier	<u>X</u>	Dan Robinson	<u>Exc</u>		
Mark Handeland	<u>X</u>	Terry Schaeuble	<u>Exc</u>		

**OTHERS PRESENT:** Chuck Lamine, Kathy Meyer, and Cole Runge.

1. Introduction of Lanny Tibaldo as a new member to the Brown County Planning Commission Board of Directors.
2. Approval of the minutes of the March 4, 2015, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier and seconded by A. Gauthier to approve the minutes of the March 4, 2015, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

3. Election of officers to the Brown County Planning Commission Board of Directors.
  - a. President.

A motion was made by A. Gauthier to nominate N. Dantine for President, seconded by R. Woodward.

A motion was made by S. Grenier, seconded by R. Tauscher, to close the nominations. Motion carried.

N. Dantine was elected President.

- b. Vice President.

A motion was made by J. Botz to nominate S. Grenier for Vice President, seconded by R. Woodward.

A motion was made by D. Juengst, seconded by M. Harris, to close the nominations. Motion carried.

S. Grenier was elected Vice President.

- c. Reappointment of the Planning Director as the Secretary-Treasurer of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by A. Gauthier, to reappoint the Planning Director as the Secretary-Treasurer. Motion carried.

4. Discussion and action on STP-U Project Scoring System and Project Prioritization Criteria.

C. Runge briefly summarized the staff report. The MPO's current Surface Transportation Program-Urban (STP-U) project evaluation and scoring process has been in place since 1996. In November 2013, the BCPC Transportation Subcommittee started discussing revising the criteria and scoring process used to select projects for federal STP-U funding. Between April 2014 and March 2015, the subcommittee met with staff seven times and discussed various ways to modify the criteria and scoring process and developed the new criteria and scoring process as noted in the staff report. The number of criteria and points increased. On March 30<sup>th</sup>, the Transportation Subcommittee unanimously recommended approval of the new criteria and scoring process, and staff tonight is requesting the BCPC Board's approval of the new criteria and scoring process.

N. Dantine stated that it looks like a lot of work was completed to develop the new criteria and scoring system, and he commended staff and the members of the Transportation Subcommittee for their efforts. He also asked how the objective of *reducing the number of heavy truck trips on the Metropolitan Planning Area's highway and street system by increasing the proportion of freight that is transported by rail, water, and air* would be promoted.

C. Runge stated that this objective is to try to take some truck traffic off of the existing streets and highways and encourage intermodalism by shifting some of the truck freight to trains and ships to maximize the life of the streets and highways.

M Harris asked how a level of service rating is determined.

C. Runge stated that level of service is a qualitative measure of how well streets and highway systems are performing. A level of service of "A" basically means you are able to drive at the speed limit, free flow, all the way down to a level of service of "F", where you're experiencing gridlock and cannot move. When designing a street or highway, the target is typically a level of service of "D" or better during peak travel periods for a project's design year.

M. Harris asked about the base measure of TBD (to be determined), and asked if we should be identifying what these TBD measures are before approving the document.

C. Runge stated that these measures will be identified before we present the 2045 Long-Range Transportation Plan for the Board's approval. Staff is currently assessing congestion on the area's street and highway network. Staff over the last several months has been driving streets and highways and identifying peak period and off-peak period congestion spots. We should have all the information by the end of May, and rates and measures will then be calculated using this information.

M. Harris questioned the goal of increasing the annual number of revenue passengers on Green Bay Metro's buses to at least 1.7 million by 2020, and asked what our current level is.

C. Runge stated that 1.7 million is the target for 2020 and that ridership was a little above 1.4 million in 2014.



K. Pabich asked if the MPO's new criteria and scoring process will be affected if the state's Complete Streets law is rescinded in the state budget. He also asked if the county highway department's policy of not paying for on-street bicycle lanes on county highways will affect the new criteria and scoring process.

C. Runge stated that the new MPO criteria and scoring process will not be affected if the Complete Streets law is rescinded. He also stated that the county highway department's on-street bicycle lane policy will not affect the new criteria and scoring process. This is because the BCPC Board, as the policy board for the Green Bay MPO, is able to independently decide how funds from the STP-U and other federal transportation programs are spent within the Green Bay Urbanized Area.

D. Juengst asked that when setting these criteria, objectives, and goals, are these fulfilling some goals that the federal government requires?

C. Runge stated that the federal government doesn't require MPO's to do this, but it strongly encourages MPOs to consider these modes of transportation and to develop these multimodal facilities so as many people can use them as safely and easily as possible.

A motion was made by A. Gauthier, seconded by J. Ward to approve the recommended revisions to the MPO's STP-U project evaluation and scoring process. Motion carried.

5. Director's report.

C. Lamine shared some of the highlights of the National Conference for the American Planning Association that he attended in Seattle, Washington. Themes of the conference included addressing the aging population, and a web-based Livability Index tool developed by AARP that measures overall community livability and allows users to see how cities score based on categories related to housing, access to transportation, environment, community engagement, and healthcare issues. The tool allows an individual to focus on a community and could serve as an information source for people considering relocating. Another theme of the conference was the emphasis on multimodal transportation.

6. Brown County Planning Commission staff updates on work activities during the months of March and April 2015.

A motion was made by K. Pabich seconded by J. Botz to receive and place on file the Brown County Planning Commission staff updates on work activities during the months of March and April 2015. Motion carried.

J. Botz asked C. Runge to provide a brief update regarding the recent meeting concerning the West Mason/Packerland Drive intersection.

C. Runge stated that on April 20<sup>th</sup> he met with the Wisconsin DOT Northeast Region Office's Safety Engineer and representatives of the City of Green Bay and Brown County as a follow-up to the 2010-2012 crash study to discuss methods of improving safety at the intersection of West Mason Street and Packerland Drive. He stated that the meeting participants agreed that a study should be done for West Mason Street west of I-41 to consider safety improvement options for this portion of the West Mason Street corridor.

S. Grenier stated that we're looking at nontraditional approaches on how to handle the frontage roads and taking a look at some realignment with the frontage roads. Eliminating

access to them would not be an answer and that this was done twice over the past four years and caused significant issues for those businesses along the frontage roads.

7. Other matters.

S. Gander stated that approximately two years ago we approved funding for a study on the Mason Street Bridge and asked about the status of this project.

C. Runge stated that this was a project identified by the Wisconsin DOT to be placed in our TIP. S. Grenier added that the DOT asked that a couple of projects be put in the TIP associated with the Mason Street Bridge. One was a proposal to run conduit from the Mason Street Bridge to the Walnut Street Bridge and Ray Nitschke Memorial Bridge to enable a single bridge tender to operate the lift sections of the three bridges. A second project was a feasibility study on the long-term outlook for the Mason Street Bridge. That bridge was constructed in 1972 and is up for improvement. The feasibility study is just kicking off and results aren't expected until 2016 or 2017.

8. Adjourn.

A motion was made by K. Pabich and seconded by P. Blindauer to adjourn. Motion carried.

The meeting adjourned at 7:05 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
May 6, 2015**

**March and April, 2015 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the March 4 Brown County Planning Commission Board of Directors meeting.
- Administered the Brown County Economic Development Revolving Loan Fund (RLF) program and coordinated with Wisconsin Department of Administration Division of Housing staff.
- Participated in the CDBG-Economic Development Revolving Loan Fund training webinar sponsored by the Wisconsin Department of Administration March 26.
- Coordinated with Wisconsin Department of Administration Division of Housing staff for the CDBG-ED Grant loan to Marquis Yachts in Pulaski, WI.
- Met with Brown County Planning staff to discuss various Community Development Block Grant (CDBG)-Housing projects and related administrative processes.
- Met with Human Resources staff to discuss PALS Department Class and Compensation Plan issues.
- Attended the regular March 9 meeting of the Green Bay/Brown County Professional Football Stadium District.
- Coordinated with Principal Transportation Planner and other Brown County staff, regarding the Southern Bridge Environmental Impact Statement (EIS) and US 41 Interstate Access Justification Report (IAJR).
- Participated in the County Executive's March and April economic development meetings.
- Participated in preparation for and attendance at the one day site visit for review of the non-aeronautical airport property for the Wisconsin Economic Development Corporation (WEDC) Certified Economic Development Site program.
- Met with various Brown County staff to discuss potential sale of excess Brown County Golf Course property.
- Participated in two meetings of the Village of Pulaski TIF #4 Joint Review Board meeting.
- Assisted with development on a policy paper regarding the future financial sustainability of the Land Information Modernization Fund.
- Met with various Brown County staff regarding acquisition of a former railroad corridor for a bike and pedestrian trail adjacent to Pamperin Park.
- Participated in a meeting of the Village of Howard TIF #8 Joint Review Board meeting.
- Attended the American Planning Association National Conference in Seattle, WA.
- Conducted Planning division staff and Planning and Land Services (PALS) Department management team meetings.
- Attended the April 27, Planning, Development and Transportation Committee meeting to provide an update regarding the PALS Department budget.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Reviewed and commented on the Draft 2015 Green Bay Metro Annual Route Review.

- Chaired a meeting of the Brown County Transportation Coordinating Committee (TCC).
- Wrote a letter on behalf of the Brown County TCC that endorses the Brown County Aging and Disability Resource Center's application for FY 2015 Specialized Transportation (85.21) Program funds.
- Staffed a meeting of the Brown County Planning Commission (BCPC) Transportation Subcommittee and presented the results of a scoring exercise using a proposed Surface Transportation Program – Urban (STP-U) project scoring system.
- Developed a staff report to the BCPC Transportation Subcommittee that summarizes the information that was presented and discussed during the STP-U project evaluation and scoring revision process. Also presented the report at a Transportation Subcommittee meeting.
- Developed a staff report to the BCPC Board of Directors regarding the Transportation Subcommittee's recommended revisions to the STP-U project evaluation and scoring process. Also developed an approval resolution for the revised evaluation and scoring process.
- Developed a PowerPoint summary of the 2010-2012 Green Bay Metropolitan Area Intersection Crash Study to present at a BCPC Board of Directors meeting. Also presented the PowerPoint summary and answered questions from BCPC members.
- Conducted a field review of the roundabouts at the new STH 29/CTH FF interchange at the request of a former Brown County Board Supervisor. Also reported my findings to the former supervisor.
- Reviewed and commented on two pick-up/drop-off area design options for an elementary school in the City of De Pere. Also met with representatives of De Pere and the school district to discuss and refine the options.
- Began to develop an update to the Brown County Comprehensive Plan's Transportation Chapter.
- Developed a briefing paper for and a history summary of the Southern Bridge project at the request of the Brown County Executive.
- Developed cost range estimates for the remaining Southern Bridge project alternatives and sent the estimates to WisDOT and the Brown County Public Works Department for review and comment.
- Reviewed updated WisDOT traffic forecasts for the Southern Bridge project's Interstate Access Justification Report (IAJR) and forwarded the updated forecasts to the consulting firm that is developing the IAJR's traffic analysis.
- Reviewed information from WisDOT about its "Every Day Counts" initiative that focuses on establishing transportation system performance measures and targets at the state and MPO levels. Also participated in the first meeting of the initiative's planning team in Madison.
- Discussed traffic forecasts for STH 29 and the nearby street system with WisDOT Traffic Forecasting Unit staff. The forecasts were prepared after MPO and WisDOT staff refined approximately 50 Traffic Analysis Zones (TAZs) in the STH 29 impact area.
- Participated in two teleconferences with WisDOT and Federal Highway Administration (FHWA) staff to discuss plans for the 2015 MPO/WisDOT/RPC state conference in Green Bay.
- Began to develop an agenda for the 2015 MPO/WisDOT/RPC state conference. Also contacted a potential host venue in Green Bay and discussed the meeting details with a venue representative.
- Prepared for and participated in a meeting of the Advance (Green Bay Area Chamber of Commerce) Municipal Issues Committee. Also presented information to committee

members and state legislators regarding the impacts of the governor's budget on bicycle and pedestrian facilities in Wisconsin.

- Discussed a possible process for developing a bicycle and pedestrian plan for the Village of Allouez with the village's planner. The discussion occurred at the request of the village's planner.
- Developed a high-density land use development scenario to estimate the possible long-term traffic impacts of this type of development pattern using WisDOT's Northeast Region Travel Demand Model. The results of this exercise will be evaluated and possibly included in the MPO's 2045 Long-Range Transportation Plan (LRTP).
- Reviewed and added information to draft sections of the MPO's 2045 LRTP. Also worked with the Senior Transportation Planner to organize meetings with the LRTP's Technical Advisory Committee and local environmental agencies.
- Reviewed a proposal for bicycle and pedestrian facilities along Riverside Drive in Allouez at the request of the village administrator. Also discussed my thoughts about the proposal with the village administrator.
- Met with the County Planning Director and County Engineering Manager to discuss adding bicycle and pedestrian facilities to County Highway ZZ when the road is reconstructed. Following this meeting, I developed summaries of the bicycle and pedestrian facilities that are recommended for County Highway ZZ in adopted plans and sent the summaries to the consultant who is working with the Brown County Public Works Department on the project.
- Developed the MPO's report and reimbursement request to WisDOT for the first quarter of 2015. Also developed a transportation division expense report for the first quarter at the request of the Brown County Administration Department.
- Worked with the Senior Transportation Planner to verify the accuracy of a WisDOT-generated list of approved transportation projects in the Green Bay Urbanized Area. Also prepared for and participated in a meeting with WisDOT staff and the Senior Transportation Planner to discuss the projects on the list and the new process WisDOT is using to schedule federally-funded projects in the Green Bay Urbanized Area and throughout the rest of the state.
- Discussed existing trail development and extension plans with a representative of the Town of Ledgeview. Also discussed potential methods of connecting trails in the southern portion of the metropolitan area.
- Participated in a meeting with other Brown County staff to discuss converting an abandoned rail line to a multiuse trail.
- Prepared for and participated in a meeting with representatives of WisDOT, Green Bay, and Brown County to discuss possible methods of improving safety at the intersection of West Mason Street and Packerland Drive in Green Bay.
- Participated in a quarterly MPO Directors meeting in Madison.
- Conducted eight weekly MPO staff meetings.

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Coordinated with Brown County Finance and Purchasing to process purchase orders, invoices, and payments for the regional CDBG-Housing and the Brown County Revolving Loan Fund – Housing programs.
- Worked with Brown County Risk Management and Corporation Counsel's office regarding contract execution for the second phase of the regional CDBG-Housing program.

- Updated the financial tracking and transactions journals and rehabilitation obligation journals for the CDBG-Housing program.
- Prepared and submitted a quarterly report and reimbursement request for the 1<sup>st</sup> Quarter CDBG-Housing program.
- Procured a new Housing Quality Standards (HQS) evaluation firm for the CDBG-Housing program.
- Prepared a procedures document for the new HQS evaluation firm.
- Completed a combined 20 environmental review records for the Northeastern Wisconsin CDBG-Housing or Brown County RLF –Housing programs.
- Completed eleven combined architectural/historical reviews for the Northeastern Wisconsin CDBG-Housing or Brown County RLF –Housing programs.
- Presented on financial administration for grants to a class at NWTC on March 18.
- Completed and revised the full draft of the Town of Rockland Comprehensive Plan.
- Tabulated the results of the Village of Wrightstown Comprehensive Plan visioning session and follow-up survey.
- Gave a presentation to the Wrightstown Area Business Alliance regarding the Village of Wrightstown's Comprehensive Plan on March 19.
- Prepared a draft Chapter 1 – Issues and Opportunities and draft Chapter 5 – Housing for the Village of Wrightstown Comprehensive Plan.
- Updated the Glenmore Land Use GIS layer.
- Prepared draft Chapter 2- Land Use (background) Chapter 3 – Transportation and Utilities/ Community Facilities Chapter.
- Prepared a draft Chapter 1 – Issues and Opportunities, draft Chapter 5 – Housing Chapter, and draft Chapter 4 Economic Development for the Town of Morrison Comprehensive Plan.
- Attended Town of Morrison Planning Commission meetings on the evenings of March 5 and April 16 to review the draft chapters.
- Attended Village of Wrightstown Planning Commission meetings on the evenings of March 9 and April 13 to review the visioning session results and draft Chapter 1.
- Attended Town of Glenmore Planning Commission meetings on the evening of April 14 to review the draft chapters.
- Attended the Town of Ledgeview TID #1 Joint Review Board organizational meeting on the evening of April 15.
- Provided an update to the Brown County Planning, Development and Transportation Committee regarding the Northeastern Wisconsin CDBG-Housing program on the evening of April 27.
- Attended the Town of Rockland Planning Commission meetings on the evenings of March 10 and April 30 to review the full draft Town of Rockland Comprehensive Plan.
- Prepared a draft Town of Glenmore Zoning Map for the Town.
- Participated in a teleconference for the Fox-Wisconsin Heritage Parkway Board of Directors on April 16.
- Assisted Brown County Land and Water Conservation Department with Farmland Preservation questions.
- Assisted Brown County UW-Extension with reviewing potential sites for urban gardens.
- Developed demographic data on Brown County for the WEDC Certified Sites program on the Airport lands.
- Developed an updated road map for the Town of Rockland.
- Attended the Partnering for Success seminar from the Employee Resources Center Management Series on April 17.

**The recent major planning activities of Peter Schlein, Senior Planner:**

- Began review of 17 new certified survey maps (CSMs). Completed review of 17 CSMs. Signed and filed 14 CSMs.
- Completed review of one preliminary plat.
- Completed environmentally sensitive area review of two certified survey maps for the City of Green Bay.
- Completed one water quality review letter.
- Review of environmentally sensitive area (ESA) and sewer service area (SSA) related issues and inquiries to develop solutions for smaller projects.
  - Worked with a Village of Howard owner and agent for eight months regarding a wetland proposed to be partially filled for a commercial development. An agent for the owner worked with the WDNR and ACOE to obtain general permits that allowed up to 10,000 square feet of a wetland to be filled and wetland setbacks to be reduced to 20-feet. The Plan Correction petition reflected the ACOE and WDNR approvals, which would protect the owner from receiving ESA violations in the future for approved wetland filing. This project was ongoing since July 2014 and was approved by BCPC staff on March 10, 2015. No review by the BCPC Board of Directors and WDNR was required.
- Provided additional planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Continued to utilize an online format for submitting and filing SSA and ESA amendments with the Bureau of Water Quality to expedite the review and approval process, saving time and money for staff and property owners. Brown County was a pilot county that tested this website in years past. Using the program is now required in order to be eligible for a water quality grant that Brown County applies for annually.
- Attended part two of a two part "P-Trading" (phosphorous) conference in Appleton on March 17, 2015. Part one of the session took place in January.
- Attended a Storm Water / Erosion Control all-day meeting regarding proposed new WDNR erosion control requirements and defining setbacks on March 24, 2015. The meetings are an opportunity to create uniform requirements statewide, and the WDNR has been asking for direct input and opinions from the NEWSC membership to accomplish this task.
- Submitted the 2014 MS4 Annual Report to the WDNR on March 5, 2014, well ahead of the submittal deadline of March 31, 2015. A summary of the report was presented to the BCPC Board of Directors on March 4, 2015.
- Continued contact with staff from Brown County Public Works Department regarding the needs for data collection and updates related to the new MS4 Permit for Brown County. Due to changes in an updated permit received in 2014, PALS and DPW staff met on March 16, 2015 to prepare for an April 2, 2015 meeting with the WDNR to discuss new reporting and document updating needs related to the permit. Certain required work plans, activities, and maps must be updated in 2015.
- Facilitated an April 2, 2015 meeting with WDNR staff regarding Brown County requirements for new MS4 permit that requires certain changes and update in the next few years. Presented a Brown County created GIS mapping system for outfalls that eliminated 150 pages from the MS4 annual report each year.
- Attended a webinar regarding TMDL guidance for new MS4 permits on April 14, 2015.

- Completed the Utilities and Community Facilities chapter for the Town of Lawrence Comprehensive Plan. Information was presented to the steering committee on March 25, 2015.
- Completed the Natural, Cultural, and Agricultural Resources chapter for the Town of Lawrence Comprehensive Plan. Information was presented to the steering committee on April 15, 2015.
- Drafted the Natural, Cultural, and Agricultural Resources chapters for each the Town of Glenmore and the Town of Morrison.
- Completed minor Village of Suamico staff requested revisions to a FINAL DRAFT Suamico Comprehensive Plan. The village steering committee reviewed the plan on March 26, 2015. Re-revised the plan again for the Village before Village staff routes the plan to a Village public meeting, the Planning & Zoning Commission, and the Village Board.
- Continued weekly review and preliminary approval phase of the 2040 Brown County Sewage Plan with staff the WDNR Bureau of Water Quality. The WDNR preliminary review was expected to be complete in early April 2015 but has been delayed due to another high priority non-Brown County project being reviewed by the WDNR. Shortly after review is complete by the WDNR, the Plan will be presented to the BCPC Board of Directors, PD&T, and County Board, for review and approval. The Plan will then be returned to the WDNR for final approval to replace the 2002 plan, which was partially updated in 2011.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Completed data collection and wrote *2015 Green Bay Metro Annual Route Review and Analysis Report*. Presented report to the Transit Commission.
- Continued work on the 2045 Long-Range Transportation Plan.
  - Prepared meeting materials and PowerPoint for the required Environmental Consultation meeting with resource agencies.
  - Prepared meeting materials and PowerPoint for the LRTP Advisory Committee.
- Finalized *Amendment #2 of the 2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Presented staff recommendation to the Transportation Subcommittee.
  - Held public hearing.
  - Presented amendment to the BCPC Board of Directors.
  - Prepared Fiscal Constraint demonstration.
  - Finalized amendment document.
  - Submitted document to FHWA, FTA, and WisDOT.
- Developed program schedule in preparation of the new 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
- Reviewed new STP-Urban guidelines issued by FHWA/WisDOT as it relates to the current schedule, fiscal impact, and future programming for the Green Bay MPO. Developed a list of talking points to discuss with WisDOT staff and local applicants.
- Developed TIP Amendment checklist for staff use.



- Collected and published the *2014 Obligated Transportation Projects for the Green Bay Urbanized Area* per federal regulations. A total of \$42,056,606 federal dollars were spent on transportation projects in 2014.
- Worked with Red Cross, N.E.W. Curative, Aging and Disabilities Resource Center, and Transportation Planner on developing a map illustrating the Red Cross' current transportation service area. This service will be transferred to N.E.W. Curative on July 1, 2015.
- Consulted with the Transportation/GIS Planners on a number of transit related initiatives.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Participated in the Transportation Coordinating Committee (TCC) meeting on February 23. Recorded and wrote minutes.
- Participated in Transportation Subcommittee meeting on February 24 and March 30.
- Participated in the BCPC Board of Directors meeting on March 4.
- Participated in the Green Bay Transit Commission meeting on March 18.
- Attended MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Wrote and published a policy paper outlining Brown County's land records account, comparing to other counties in the state, and recommending a sustainable budget plan.
- Produced a 911 "Geo" refresh to produce updates for addressing, street and business information for the Computer Aided Dispatch system in March and in April.
- Coordinated a meeting with Corporation Counsel and staff from Green Bay, DePere, and Ashwaubenon to produce a Memorandum of Understanding (MOU) with the purpose of cost sharing of GIS/Web mapping services between the municipalities and the Oneida Tribe.
- Updated and revised the County Executive's "Economic Dashboard" web site.
- Coordinated and held a GIS User Group meeting on April 3<sup>rd</sup>. Approximately 12 people attended.
- Assisted Public Safety & Communications, Purchasing, Tech Services and others in selecting a new Computer Aided Dispatch (CAD) vendor. Reviewed proposal, participated in a conference call, and wrote recommendation.
- Assisted the Land & Water Conservation Department with flood study information.
- Assisted the Treasurers Department with mapping "Tax Deed Sales" and published an updated app to help advertise the properties.
- Assisted Public Safety with locating two outdoor warning sirens to ensure the siren network had the best possible sound coverage. Produced maps to visually display the approximate existing sound coverage and how the coverage could change with the two new sirens.
- Met with the Zoning Administrator from Suamico to assist with mapping setup, zoning map changes; provided base map data updates for the village (parcels, contours, streets, addresses, aerial photos, etc.).
- Coordinated with Technology Services to contain a computer virus on the GIS server
- Coordinated with the City of Green Bay and Public Safety to update addresses along Shawano Ave and in Downtown Green Bay.
- Created an enhanced Survey Index public app that includes better search capabilities, more layers, and is useable on mobile devices. Also, automated the process of updating

the data online to make the process more efficient (save staff labor time). Also completed Quality Control on the survey index database.

- Created a new POWTS (Private Onsite Waste Treatment System) permit viewer for the Zoning division that has enhancements such as better search capabilities.
- Updated the Business Park Interactive Mapping web site with new data.
- Coordinated with the intern to produce a Nonmetallic Mine mapping information site.
- Created large custom map poster PDFs for the Museum for use in an upcoming exhibit pertaining to the architecture of Brown County.
- Assisted the Public Works Department with acreages and maps for mowing at the former Mental Health Care Center property.
- Produced maps for Brown County Library staff.
- Continued to assist municipalities with issues related to the 2014 impervious surface mapping project.
- Assisted the Port & Resource Recovery Department with GIS data & training; Assisted with loading CAD files from the Army Corps of Engineers.
- Assisted PALS staff with computer setup after new machines were delivered to the department.
- Assisted Planning with hiring a summer intern.
- Assisted the Port & Resource Recovery Department with various projects.
- Inquired about the new 911 Computer Aided Dispatch system, and particularly how our GIS data needs to be prepared for the potential new vendor.
- Coordinated the mapping of radio call issues for Public Safety & Communications.
- Coordinated the mapping of fire grid pages for Green Bay Metro Fire Dept.
- Coordinated the revision of "EPCRA" (Emergency Planning Community Right to Know Act) facilities and zones.
- Continued to work with Planning Staff to update the 2014 MS4 Outfalls database.
- Continued quality assessment of address, streets, hydrography, ESA and other data in the county. Coordinated with Hobart and other communities to exchange addressing information.
- Input various FEMA "Letters of Map Amendment" files into the GIS for online notifications and to assist the Zoning division with tracking these.
- Continued to assist the Zoning Department with stream navigability determination updates & mapping.
- Assisted Public Safety with various addressing issues, including a reconfiguration of the GIS street centerline address ranges along four-lane roadways.
- Updated GIS database to reflect change from US Highway 41 to Interstate 41 (road names, highway shields, and cross street information revised).
- Training intern and coordinating his projects.
- Produced several large maps for the Parks Department of the Reforestation Camp.
- Assisted the County Surveyor with road elevation data for Lost Dauphin Road from Wrightstown to Red Maple to help provide data to Public Works/Highway for the planning and design of an upcoming project.
- Continued to assist PALS staff with technical issues pertaining to parcel mapping, survey indexing, ArcGIS and other activities.
- Coordinated with Esri on various software technical issues.
- Produced large poster for County Executive.
- Produced list of parcels within Morrison with addresses and corresponding school districts for the Town of Morrison.
- Continued maintaining the GIS system servers.

- Began the process of updating the Land Information Strategic Plan; Reviewed Wisconsin Department of Administration guidelines and prepared the Needs Analysis outline.
- Attended the Geospatial Summit in Madison on April 20<sup>th</sup>.
- Provided data for at least two Open Records Requests.
- Provided GIS data and other services for Bloom Companies LLC, Bielinske Excavating Inc., Green Bay Press-Gazette, Parins Law Firm, Nicolet Bank, Atkins Family Builders, Ayres Associates, AECOM, Foth, Golder Associates, MI-Tech, Martinson Eisle, Greater Green Bay Chamber of Commerce, McMahon, OMNNI Associates, Power Engineers, Robert E. Lee & Associates, TetraTech, Vierbicher Associates Inc., Capitol Survey, CenturyLink, OTIE, USDI Bureau of Indian Affairs, Public Service Commission of Wisconsin, Wisconsin DOT, Exzeo, Performa, Community Planning and Consulting, Tyler Technologies Inc., Green Bay Newcomer's, Resource One Realty, Pulaski School District, Wrightstown School District, Property Tax Bill, KKominc, Legacy Architects, Commonwealth Cultural Resources Group, NWTC, UWGB, Town of Lawrence, Town of Green Bay, Town of Eaton, Town of Pittsfield, Town of Scott, Town of Morrison, Town of Humboldt, City of DePere, City of Green Bay, Village of Bellevue, Village of Howard, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):**

- Airport Planning Support
  - Received notice from WEDC that the proposed site was selected for step two of the application process which required a day-long presentation and site visit.
    - Step two of the WEDC Certified Sites application process.
      - Created additional required maps.
      - Coordinated the creation of the PowerPoint presentation and the written document.
      - Participated in the field visit presentation on 3/10/2015.
  - Completed a Village of Hobart rezoning application for approximately 170 acres of land owned by Brown County near the intersection of South Pine Tree Road and West Adam Drive.
  - Created maps for a potential warehouse/distribution center development on airport property.
- Bus Stop Study
  - Presented study findings to the Transit Commission on 3/18/15.
- Green Bay Metro
  - East Side Route Study
    - Created a survey to collect current trip information and desired destinations that metro does not currently serve.
    - Coordinated the printing and collection of all surveys.
    - Tabulated survey results.
    - Completed first draft of the East Side Route Study.
  - Green Bay Metro Maps
    - Created 8 new maps to reflect the new Downtown Route and Route 9 and the proposed route changes to Route 1, 3, 4, 8, 10 and 18.
  - Updated the paratransit service area data in GIS

- Created new GB Metro maps to reflect the updated paratransit service area.
- Long Range Transportation Plan
  - Coordinated with MPO staff to complete maps for Chapters 1-6.
- Web updates
  - Updated links on the TIP web page.
  - Updated links on the Urban Storm Water web page.
  - Updated the link for the 2045 Long Range Transportation Plan.
- Live 54218
  - Attended the second Active Community Environments (ACE) Green Bay meeting.
- GIS updates
  - Updated the Traffic Calming data set to include new roundabout locations with photographs.
  - Updated the roundabout tour web application.
- Congestion Management Process - Collected AM Peak hour drive time data.
- Shared the Brown County bicycle facility data with Walk Score.
- Prepared summer internship paperwork.
- Assigned addresses as requested.

#### Staff meetings

- Participated in the regular staff meetings held on the first and fourth Thursday morning.
- MPO Staff Meetings Monday mornings.

#### **The recent major planning activities of Todd Mead, Planner I - Housing:**

- Prepared and ordered four (4) interim site inspections for the NE Wisc Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and performed eight (8) interim site inspections for CDBG clients.
- Prepared and ordered four (4) housing quality standards (HQS) inspections for CDBG clients.
- Prepared, ordered and attended two (2) HQS inspections for CDBG clients.
- Prepared, ordered, and attended two (2) HQS inspections for Brown County Housing Rehabilitation Revolving Loan Fund (RLF) clients.
- Prepared and ordered four (4) final site inspections for CDBG clients.
- Prepared and performed three (3) final site inspections for CDBG clients.
- Prepared and ordered seven (7) lead-based paint clearances for CDBG clients.
- Prepared and ordered two (2) lead-based paint assessments for CDBG clients.
- Prepared and performed one (1) final site inspection a RLF client.
- Prepared, ordered and attended one (1) lead-based paint clearance for RLF client.
- Prepared and ordered one (1) lead-based paint assessment for a RLF client.
- Attended monthly Brown County Lead Coalition meeting.
- Prepared for and closed on two Door County CDBG down payment home purchased loans.
- Prepared for and attended two Door County CDBG purchase final site inspections.
- Met with four (4) CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Met with one (1) RLF client and their contractors to prepare them for their future rehabilitation project.

- Opened five (5) new RLF applications.
- Opened seven (7) new CDBG applications.
- Denied and closed out two (2) CDBG applications.
- Prepared and closed nine (9) CDBG Housing Loans.
- Prepared and closed one (1) RLF Housing Loan.
- Submitted and corresponded with four (4) bid documents to both our RLF and CDBG applicants for future rehab projects.
- Attended staff meetings as needed.
- Prepared for and met with our new housing quality standards (HQS) service provider Tim Denissen from NeighborWorks Green Bay.
- Prepared for and gave a presentation in part with the Brown County Lead Coalition a PowerPoint presentation about our program.
- Prepared for and gave a presentation about the CDBG Program to Oshkosh/Winnebago County Housing Authority.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, followed up and completed yearly RLF and CDBG residency letters.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

**GIS**

- Created a draft map of NEW Curative's Transportation Service Area.
- Created a map for the Town of Morrison with the assistance of Transportation Planner (Teaters).
- Updated maps 1-6 for the MPO Long Range Plan.

**Eastside Bus Stop Study**

- Created an excel data sheet for the Eastside bus survey results and inputted survey results.
- Analyzed results of the Eastside bus survey and created tables to display results of the survey.
- Work with Transportation Planner (Teaters) to create maps for each bus route showing trip origin and destination for the Eastside bus survey.
- Created a map layer showing frequent destinations from the results of the Eastside bus survey.

**Green Bay Metro Transit**

- Began to update the Metro Transit Route Guide.

**Town of Lawrence Comprehensive Update**

- Presented Chapter 3 - Transportation draft to the Town of Lawrence Comprehensive Plan Steering Committee.
- Made changes and incorporated comments from Lawrence Steering Committee to Chapter 3 – Transportation.

**Performance Measure**

- Began writing the report for the sections on deficiency bridges in Brown County and pavement ratings for local and county highways in the Green Bay Urbanize area.
- Created maps for deficiency bridges and pavement ratings for local and county highways.

PORT & RESOURCE RECOVERY DEPARTMENT



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DEAN R. HAEN  
DIRECTOR

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**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

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A regular meeting was held on **January 19, 2015** at the Brown County Resource Recovery Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:29 pm.

2. Roll Call

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Norb Dantine, Treasurer  
Dave Landwehr  
Bud Harris  
Ken Pabich  
Lisa Bauer-Lotto  
Mike Van Lanen

Also Present: Dean Haen, Brown County  
Chad Doverspike, Brown County  
Mark Walter, Brown County  
Dan Michiels, Foth  
Chris Anderson, Foth  
Al Luberd, City of De Pere Public Works

3. Approval/Modification – *Meeting Agenda*

**A motion to approve the agenda was made by Norb Dantine and seconded by Mark Vanden Busch. Unanimously approved.**

4. Approval/Modification – *Meeting Minutes of December 1, 2014*

**A motion to approve the minutes was made by Dave Landwehr and seconded by Mark Vanden Busch. Unanimously approved.**

5. Announcements/Communications – *Update*

Mr. Haen explained that on the Harbor Commission agenda Announcements/Communications was added as a standing item and he thought it made sense to add it on the Solid Waste Board

Agenda as well. This would be an opportunity for board members to talk freely about something that is not on the agenda.

Regarding this agenda item there is an attachment regarding the WIRMC conference from Jodi Meyer about who plans on attending and a reminder to let the department know if a Board member is interested in attending.

Board Chair John Katers announced that he will be attending the WIRMC conference but will not be doing this on County dollars but through the University. Mr. Katers also recapped the Wednesday, January 14 joint meeting between Brown, Outagamie and Winnebago Counties where great information was presented. Things look good on the financial side for the MRF with total unaudited revenues of \$9 million with approximately \$2 million that will be split three ways (Brown will get about 41% based on the overall percentages going to the MRF). There was talk on how the landfill gained another year's worth of capacity based on some operational changes which could push the Brown County South Landfill opening back another year. There was also a tour provided for those interested.

Mr. Haen clarified that the revenue reported was gross revenue, unaudited and may not have fully reflected retained earnings and other BOW accounting measures. Mr. Haen will reach out to Outagamie County to clarify when reporting out financial data.

Board member Bauer-Lotto asked if there were administrative costs that need to still be taken out. Mr. Haen answered that staff is working with Schenk & Associates on putting an administrative cost policy in place; now that Winnebago is closed they are putting in administrative costs. The thought is Outagamie County should actually put administrative costs as well.

6. Brown County Resource Recovery Communication Strategy 2015 – Request for Approval

The Port and airport have successful Public Communication Plans with Leonard & Finco. Resource Recovery is now looking to develop one as well. This communication plan is for Brown County efforts. The BOW has a separate joint marketing and education effort budgeted. The attached draft communication plan meets the 2015 approved budget of \$15,000. The draft plan has \$12,000 in public relations efforts that includes writing press releases, engaging stakeholders, coordinating events and other outreach. The draft plan has \$3,000 for advertising in The Business News and B2B. The draft plan also includes a plan for media topics hitting all programs offered within the department. Another deliverable will be developing a logo for the Resource Recovery Department.

**A motion to approve the Brown County Resource Recovery Communication Strategy 2015 was made by Norb Dantine and seconded by Ken Pabich. Unanimously approved.**

7. BOW Waste Diversion Technology Committee Technical Report – Request for Approval

As part of the adopted BOW strategic plan, one of the components was to establish a BOW Waste Diversion Technology Committee to do a report once a year. Mr. Katers and Mark Walter are on the committee. The first produced piece is a basic inventory of waste technologies.

Mr. Walter explained that the committee was in charge of looking at technologies, choosing one and focusing on the one to see if there is a cost benefit and feasibility for our area. What came out of one of the first discussions within the committee is everyone had different ideas on technologies and different backgrounds. Mr. Katers had a UWGB student of his take a draft report that was put together and added additional information to get this draft report. The report will continue to grow as the committee goes along. This will be used as a basis to look at a single technology starting this year. The committee met after the BOW meeting on January 14 and established some criteria looking at the different technologies and how the feasibility would be determined. A moderated meeting will take place in April.

Mr. Katers said that he did a comparison to the Green Bay Metropolitan Sewerage District and NEW Water when they were comparing the different technologies that were being evaluated. Ultimately, they started out with 74 different alternatives, brought together some groups, narrowed it down to 20, came up with different criteria and finally narrowed it down to three or four technologies that they analyzed more in detail. The other document that has been out there is the Council on Recycling in Wisconsin looking historically at all the different material and ranking those materials on whether the opportunity that existed was high, medium or low. Mr. Katers will provide the information that he uses in his Waste Management Course and get that out to the BOW Technology group.

**A motion to approve the BOW Waste Diversion Technology Committee Technical Report was made by Dave Landwehr and seconded by Mark Vanden Busch. Unanimously approved.**

8. South Landfill/Resource Recovery Park Project by Foth Companies – Update

A. Mixed Waste MSW Processing Facility Options Memo #3

Mr. Haen noted that there have been previously provided documents and memos from Foth as part of the South Landfill work including Guiding Principles, Unsolicited Proposals and Memo #1. In today's packet is Memo #3. The memos are coming out of order because of the time necessary to complete. All of these documents and future memo will be incorporated into a final report. Memo #3 is regarding the focus and the potential for a MSW processing facility located at the south landfill. The memo looks at the different types mixed municipal solid waste processing facilities. It also looks at if the department would have one, what that would mean. This memo establishes some of the assumptions that are used to generate the financials moving towards the end of the memo. The memo supplied many graphs, how many acres would be needed and cost.

B. Project Status Presentation – Foth Companies

Mr. Anderson gave a presentation on the project status. He explained that there will be five memos; Memo #1 Looking at the South Landfill and what was going to be done there, Memo #2 Landfill Features, Memo #3 MSW Processing, Memo #4 Construction Demolition Waste and Memo #5 Organics and Digestion. Each memo will have summarized technologies and costs based on these assumptions. Mr. Anderson showed maps of the property and explained certain aspects.

C. Letter of Support for Marquette University Project



Marquette University is doing some work similar to the Resource Recovery Park and technologies. Mr. Haen wrote a letter of support for the research proposal to determine the feasibility of pyrolysis of organic waste. The scope of work was also provided.

9. Recycling Compactor Building Expansion – Update

Mr. Doverspike explained the RFP is to Purchasing, and that he worked with Foth the past five months putting together the expansion for the compactor on the south side of the building. The RFP will be posted Monday January 19<sup>th</sup>. It will be advertised two times with a bid opening on February 10<sup>th</sup>; it will come back to the Solid Waste Board February 16<sup>th</sup>; go to Planning & Development on February 23<sup>rd</sup> and the County Board on March 18<sup>th</sup>. After all the approvals are given, Mr. Doverspike is hopeful they will break ground April 1<sup>st</sup>.

10. Wisconsin Clean Sweep Grant – Update

Mr. Walter updated the Board regarding two grants that the department applied for to the Wisconsin Department of Agriculture, Trade and Consumer Protection for HHW and Ag Collections and Unwanted Prescription Drug Collections. The department received award notices which have to go to the County Executive for signature. The dollar amounts go down each year but the department still receives high dollar amounts because of the participation with a variety of different entities. Waupaca County is part of both of the grants and also partnered with Marinette County and Oconto County on the drug grant.

11. Director's Report – Update

Mr. Haen updated the board that Jodi Meyer is leaving the department and going to Public Safety Communications & Emergency Management. The department is hoping to fill her position within the next couple months.

Mr. Doverspike is leading an effort collectively with BOW to recycle shingles. The Department's current shingle recycling contract has been a success. Brown County's contractor has a recycling operation across the street from the current Brown County refuse transfer station.

12. Such other Matters as Authorized by Law

No other matters as authorized by Law.

13. Closed Session:

*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*

**A motion to go into closed session was made by Dave Landwehr and seconded by Ken Pabich.** Unanimously approved. A roll call vote followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Norb Dantine, Dave Landwehr, Bud Harris, Ken Pabich, Lisa Bauer-Lotto and Mike Van Lanen voting. There were no "nay" votes; the

motion was passed. The purpose of the closed session was for discussion, strategy, representation and possible action regarding existing contracts.

**A motion was made by Dave Landwehr and seconded by Mike Van Lanen to return to open session.** Unanimously approved. A roll call followed with the following Board members voting “aye”: John Katers, Mark Van Den Busch, Norb Dantine, Dave Landwehr, Bud Harris, Ken Pabich, Lisa Bauer-Lotto and Mike Van Lanen. There were no “nay” votes; the motion was passed. **No action was taken.** The Board continued with agenda items in open session.

14. Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by Dave Landwehr.** Unanimously approved. Meeting adjourned at 3:20 pm.

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John Katers, Chair  
Solid Waste Board

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Dean Haen, Director  
Port & Resource Recovery Department

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

A regular meeting was held on **February 16, 2015** at the Brown County Resource Recovery Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:30 pm.

2. Roll Call

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Norb Dantine, Treasurer  
Dave Landwehr  
Bud Harris  
Ken Pabich  
Lisa Bauer-Lotto  
Mike Van Lanen

Also Present: Dean Haen, Brown County  
Chad Doverspike, Brown County  
Mark Walter, Brown County  
Mark Olson, Badgerland Buildings  
Neil VanBould, Badgerland Buildings

3. Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Mike Van Lanen and seconded by Norb Dantine.** Unanimously approved.

4. Approval/Modification – Meeting Minutes of December 1, 2014

**A motion to approve the minutes was made by Mike Van Lanen and seconded by Mark Vanden Busch.** Unanimously approved.

5. Announcements/Communications – Update

Board Chair John Katers announced that \$4 million dollars' worth of funding for state municipal recycling programs and the UW system Solid Waste Research Council and the Solid Waste Education Center are proposed to be eliminated from the state budget, seriously affecting long-standing state programs. Mr. Chad Doverspike then announced four associations Brown County

belongs to will be writing letter addressing the Governor's planned budget cuts. Discussion whether Brown County should additionally write letter was discussed and decided the associations will represent County interests

6. 2014 Annual Report – Request for Approval

Mr. Dean Haen opened the discussion with an explanation of the 2014 annual report. The new vision of the Solid Waste Board Last fall is reflected. Overall business activities highlights of the Resource Recovery area included 130,000 tons of municipal solid waste went through the transfer station, construction/demolition continues to increase, along with the shingles recycling, which briefly decreased in 2014, and finally stated that appliances and metal collection had increased significantly. Mr. Haen then stated that electronics collection at Household Hazardous Waste has significantly decreased, saying that other companies are increasing competition for electronics collections, and added that overall HHW usage has decreased since charging for paint began.

Mr. Haen then discussed the 2014 accomplishment, which included reengineering the South Landfill and design a resource recovery park, \$1.9M expansion of the recycling facility, advancement of installing a compactor at the recycling transfer station and improving our financial performance on long-term investments. Some goals that were deferred or incomplete included signing a Solid Waste Agreement with Green Bay, exploring BOW resource sharing and initiating BOW discussion on renegotiating regional landfill agreement.

Mr. Haen then announced his goals for 2015 including among others, expanding building and installing compactor, renegotiate HHW agreements, evaluate wood waste and pharmaceutical recycling, , increase HHW VSQG marketing and redesign transfer station unloading area.

Chairman Katers requested unfinished 2014 goals be added to 2015 including solid waste agreement extensions. Haen meet with urban municipalities and felt the municipalities were marginally interested. Pabich said the municipalities are worried that the County's interest in extensions was to divide the municipalities, where one community would get a better rate than another. Chairman Katers and Haen committed that the intent of the extensions was to minimize the risk of losing large amounts of tonnage in any one year. In addition, the agreement was negotiated with all urban municipality's input so everyone is treated the same. In fact, Green Bay has tried to negotiate different terms in the agreement and Brown County has been unwilling to modify the agreement that was signed by all the other municipalities. Van Lanen asked about expanding recycling of farm plastic. Mark Walter then discussed possible recycling programs for agricultural plastics, stating that the costs associated don't make the collection of such plastics cost effective. Dantine requested researching wetland mitigation banks and recycling outreach to Brown County School District. Mr. Haen then stated that these amended goals will be added to the annual report and staff will be work to complete them.

**A motion to approve the 2014 Annual Report was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.**

7. Recycling Compactor & Building Expansion Bid – Request for Approval

Mr. Chad Doverspike began the discussion about the building expansion and compactor installation bid, stating that Foth was hired to put together the specifications, and five different

vendors bid on the project and Badgerland Builders put in the lowest bid. The fifteen bid items were broken down and allocated to which costs would be BOW or Brown County, understanding that 40% of the BOW cost will be paid for by Brown County. Mr. Doverspike stated that the installation and compactor equipment were 100% paid for by BOW. The electrical system costs were 25% related to installation of the compactor. WPS stated that it would cost \$15,000 to run a new meter service to the compactor, and a \$15,000 allowance was given to each vendor. This costs would also be a BOW cost. Total engineering is \$73,900. The total BOW cost for the compactor is \$217,060 and Brown County's cost for the building expansion is \$304,430. Brown County's total budget for the project was set at \$525,000, and the actual costs including engineering will be about \$520,000, putting the County within budget. Mr. Doverspike then stated that he would like a Seabright compactor installed, and he believed that that was indeed the case.

**A motion to approve the Recycling Compactor and Building Expansion Bid was made by Ken Pabich and seconded by Mike Van Lanen. Unanimously approved.**

8. South Landfill/Resource Recovery Park Project by Foth Companies – Update

Mr. Dean Haen then stated that 4 out of 5 memos were completed. The attached memo #5 was regarding anaerobic digestions systems and the results of the research paint a grim picture today, but hopefully between now and the operation of the South Landfill economic conditions will change enabling these type of systems being cost effective part of our system. Memo #2 will be presented at the March meeting and the final report will be presented at the April meeting

**A motion to receive and place on file the South Landfill/ Resource Recovery Park was made by Norb Dantinne and seconded by Dave Landwehr. Unanimously approved.**

9. Environmental Monitoring RFP Results – Update

Mr. Doverspike stated that an RFQ, not an RFP was issued for environmental monitoring for the West and East landfills, Bayport, and Renard Island. The previously awarded RFQ was for only three locations not including Renard Island. Annually, about \$56,000 was paid for the three locations. Renard Island monitoring was handled separately for \$25,000. All four combined as part of this RFQ resulted in a total cost savings of about \$20,000/year, with half being realized by resource recovery and the other half by the port. Mr. Doverspike then concluded that this decision would be a great money saving opportunity for the County.

**A motion to approve the environmental monitoring RFP results was made by Ken Pabich, and Seconded by John Katers. Unanimously approved.**

10. BOW Shingle Recycling RFP Results – Update

Mr. Doverspike started the discussion that this RFP was another example of the many things shared between the three counties, such as landfills, hazardous waste, and recycling Shingle recycling effort would be added to this list of collaborative efforts. He then stated that the current vendor for shingles Forward Vision Environmental, had signed a five year agreement with us that expires this summer have informed Brown County they are going out of business. Mr. Doverspike then stated the advantages of Forward Vision for shingle recycling was because of their location across from the transfer station and the ease of using our scale to weight shingle

customers. The location across the street will be available for lease. . The BOW RFP had several responders all looking for on-site property. Mr. Doverspike would like to keep the current arrangement, stating that multiple people had gotten in contact with him in regards to setting up another shingle recycler. Mr. Dean Haen then added that he would like the shingle recycler to be off of transfer station property, stating the reason behind this decision is the fact that there is very little space, and that Chad Doverspike would have to commit additional time to managing an on-site operation.

11. Kewaunee County Landfill RFP – Update

Mr. Haen stated that the Kewaunee Landfill must be having some financial and/or political concerns regarding a future expansion of their landfill which currently has about 4 years of remaining capacity which has resulted in the release of an RFP for the sale or lease of their existing landfill. Brown County has met with the Kewaunee County Highway Commissioner and has offered assistance and suggestions, including focusing on filling up their landfill capacity themselves rather than managing the financial and environmental risk of dealing with a third party. Suggestions included filling existing landfill, securing contract for waste, opening a transfer station and joining BOW. Chairman Katers then stated that he would like to be kept up to speed on any updates in the Kewaunee County Landfill, as it could be mutually beneficial partnership someday.

12. Director's Report

Mr. Haen included in packet the 2014 communications outreach report. Mr. Haen informed the Board that the Clerk/Typist II position should be filled by early March 2015. The Solid Waste Board then discussed the benefits and costs of regional composting and whether or not enough benefits both financial and otherwise that could be generated for various municipalities to commit. Meeting with urban public works directors is scheduled for Wednesday.

13. Such other Matters as Authorized by Law

No other matters as authorized by Law.

14. Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by Dave Landwehr.**  
Unanimously approved. Meeting adjourned at 2:32 pm.

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John Katers, Chair  
Solid Waste Board

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Dean Haen, Director  
Port & Resource Recovery Department

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

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DEAN R. HAEN

DIRECTOR

**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

A regular meeting was held on **Monday March 16, 2015**

Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:30pm

2) Roll Call:

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Norb Dantine, Treasurer  
Dave Landwehr  
Bud Harris  
Ken Pabich  
Mike Van Lanen

Excused: Lisa Bauer-Lotto

Also Present: Dean Haen, Brown County  
Chad Doverspike, Brown County  
Mark Walter, Brown County  
Chris Blan, Brown County  
Craig Berndt – Allouez  
Doug Schneider – Press Gazette

3) Approval/Modification – *Meeting Agenda*

**A motion to approve meeting agenda was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.**

4) Approval/Modification – *Meeting Minutes of February 16, 2015*

**A motion to approve meeting minutes of February 16, 2015 was made by Bud Harris and seconded by Mark Van Den Busch. Unanimously approved.**

5) Announcements/Communication

Mr. Dean Haen introduced Shelby Schraufnagel, clerk/typist II as the department's new staff member.

6) General Engineering RFP – Request for Approval

Mr. Chad Doverspike informed the board that every five years the department prepares an RFP for general engineering consulting service. RFP's, are typically brought to the Solid Waste Board beforehand, the specs are put together and consultants put together what their costs are for certain items that are listed inside the RFP. A five member review committee will interview & score the different consultants. Right now Foth is the county's general engineer, typically do air permitting, landfill troubleshooting, gas-to-energy, design for the transfer station, design for the recycling facility, annual report, and semiannual report, etc. The third page of the RFP talks about a tentative time frame. In order to meet our timeframe staff went to Planning & Development in February. The 5 year current time frame ends mid-April. Foth will extend their current prices until May once the new vendor gets hired.

The County Board meets Wednesday, March 18th, RFP should be on the street on March 19<sup>th</sup>, questions are due by March 31<sup>st</sup>, responses should come back on April 15 and between April 15<sup>th</sup> and May 8<sup>th</sup> will be the interviews. Mr. Doverspike pointed out that page 8 shows a typical work year for three or four different billing centers; it gives the vendor an idea of how many hours were billed in 2014 and maybe an indication for forthcoming years. Mr. Doverspike also explained the scoring methodology and how each vendor will be scored.

Mr. Ken Pabich asked about the proximity to Brown County scoring factor and why is it significant in transportation. Mr. Doverspike responded that this factor is 25 out of the 100 points. It is lumped together instead of making a sixth scoring category. Mr. Haen clarified that it is not based on distance to project but time based. He mentioned that it is wise to choose vendors close to Brown County.

Mr. Pabich mentioned that proximity of the staff is what should be looked. It should be made clear in the scoring rubric what is meant by proximity of the actual staff person's location.

Mr. John Katers asked if there is a ranking based on the experience of the firm in different aspects such as solid waste, land, air experience, etc. Mr. Doverspike acknowledged the ranking should be an order of importance between solid waste, landfill troubleshooting experience, air permit experience, architectural, etc.

**A motion to approve General Engineering RFP was made by Dave Landwehr and seconded by Ken Pabich. Unanimously approved.**

7) HHW Out-of-County Collection Program Memorandum of Understandings – Request for Approval

Mr. Haen gave an overview of the Out-of-County Collection Program Memorandum of Understandings. The Department is looking to redo the contracts with Winnebago, Outagamie and Calumet, renewing commitments to one another and renewing the contracts regarding Household Hazardous Waste. Last year an in-depth analysis of the costs was conducted and will be applied to all HHW partner MOUs and contracts. Part of the reason for the analysis was because of compliance with the 24 hour management requirement of the HHW resulting in the inability to allow for a backlog of HHW to build up or the Department would be faced with future notices of violation.



Mr. Chris Blan spoke more to this topic. He explained that they looked at the business rates, he assessed that all of the cost were incorporated in all of the rates and were recovery all of the costs, and he assessed the cost that it would take to manage these programs for out-of-county collection partners. Preparing for the shipment and recovering the cost of arriving back at our facility, unpacking of the vehicle. MOU for the base rate for Winnebago County increased by \$5,000, disposal price is based on actual quantities and disposal rates. Outagamie County changed from an hourly rate to more of a base rate format, their base rate went from \$4,000 to \$11,600. Last year one collection was done in Calumet County; this will increase this year to three collections events. From the assessment that was done last year, it is being managed this year that only one out-of-county service will be done on any given day. This is to insure that the permanent collection facility will maintain compliance, while still providing service to partner Counties.

Mr. Walter informed the board that the major issue with out-of-county collection was that two crews were being sent on the road and that became a strain on staffing.

Mr. Blan touched on the fact that occasionally someone else, an outside party, would have to be brought in to manage the recycling tip floor and to ensure that all areas were covered. Mr. Haen asked Mr. Blan to touch on Risk Management. Mr. Blan stated that Risk Management considers this to be a revenue generating contract. He informed the board that there are two types of contracts; revenue generating contract and an intergovernmental contract. An intergovernmental contract would have to go through a committee and be approved by the County Board and a revenue generating contract is more administrative and does not require these steps. Since this contract is considered a revenue generating contract it is not required to go through the committee and County Board. Mr. Haen added that it would come through the Solid Waste Board and bring it to Planning, Development and Transportation subcommittee (PDT) but would not have to an action item for the County Board.

Mr. Norb Dantine mentioned that someone should be at the PDT County Board meeting because this might be pulled out and questioned because of the intergovernmental agreement. Mr. Haen mentioned that he will be in attendance at these meetings.

Mr. Dave Landwehr asked a question about “underpricing”, under “unknown finger printing”. What is unknown fingerprinting and what does it have to deal with Household Hazardous Waste? Mr. Blan explained that pH paper is used to test different pH levels. Testing for pH level is done to get a general idea of how that item is labeled. Normally HHW will not take anything that does not have a MSD sheet.

Mr. Harris asked what the insurance is on this. Mr. Haen explained that there is not a separate county liability policy. The county has its own broad coverage and that covers the department. Additionally, the Solid Waste Board has an environmental repair fund with a million dollars set aside as additional self-insurance policy. HHW does not require a separate insurance. Mr. Blan added that this was borrowed from the risk manager, if she needed to have a high dollar amount on any category, the only thing that would kick this in is if there was a higher volume that the government would care that we have, but we don't have that much volume. With an MOU it is stated that when a material is on the other counties site the liability is on their end. Mr. Haen

added that one thing that is being done this year in that regard is purchasing an enclosed trailer, so the material will be contained during transport..

Mr. Katers pointed out that item two mentions the counties educating their residents as part of the contract; he asked if the department is collaboratively working with these counties on the matter? Mr. Blan answered that yes, these counties are updating their yearly information pamphlet and running it by the Department to make sure that they are releasing the correct information and not sending things that HHW will not be able to handle. He stated that he and others in the Department educate them so they can educate their residents. Walter further explained that both Outagamie and Winnebago have our HHW website linked to their websites so their residents know where to go and can have their questions answered right there. The information that is already put together is distributed to their websites and their staff as well. This has been a big push the last few years, ensuring that there is consistency throughout all outlets and program

Mr. Blan mentioned that the only thing that is variable with the three counties are the agreements with them that their residents can use the Brown County facility without a direct cost to residents. There is a slight variation with what each county will allow their residents to bring it to Brown County HHW and that is the only real deviation.

**A motion to approve HHW Out-of-County Collection Program Memorandum of Understandings was made by Norb Dantine and seconded by Ken Pabich. Unanimously approved.**

8) BOW Shingle Recycling RFP Results – Update

Mr. Doverspike informed the board that this was an item brought in front of them last month; after getting questions answered from all three counties there were several updates to share. There were a several questions from all three counties for the lowest bidder, SPF Roofing. The first page of the BOW Shingle Recycling RFP attachment includes questions and answers from Mr. Doverspike. The top two questions Mr. Doverspike asked were on rate structure and on site storage of incoming shingles that need to be processed. The questions that Mr. Doverspike had were about the rate structure; SPF Roofing revised the rate structure that was proposed by SPS. Originally SPS was charging \$23.90 per ton, if all three counties used SPS Roofing, the fee would reduce to \$21.90 per ton. Chad asked for a clean and dirty rate; SPS Roofing proposed \$15.90 a ton for clean, however, if more than 60% of the shingles that come in are clean it will be reduced to \$14.90. The dirty rate proposed is \$24.90.

The second question Chad had asked was about on-site storage. With the new contractor the shingles will be stored on the Waste Transfer Station property. A bunker system to separate the clean and dirty shingles will need to be developed. The Contractor will not be allowed to store more than 100 tons on the property at any time. With 24 hour notification they will be picked up and moved off site. SPS Roofing agreed to both those terms. This item will go to the County Board on Wednesday March 18. Purchasing is already putting together a contract. Mr. Doverspike said that by April 1st the Waste Transfer Station should be set up to accept shingles.

Mr. John Katers asked who will make the decision if the shingles are clean or dirty so it is not open ended. Mr. Doverspike's answered that the scale operator will make that decision. On Wednesday, March 18 Mr. Doverspike is meeting with Shelley Trembl, the scale operator, SPS Roofing and GAD to discuss more about distinguishing between clean and dirty. He mentioned

that there is a security camera that could be angled towards the scale so it can be clearly seen what is being brought in.

Mr. Haen mentioned that his biggest concern is managing that area and storage. It is something new and now it will be on the Department's property. It will be a problem if it is not well kept and shingles are spilling out where trucks need to enter the transfer station.

Mr. Norb Dantine asked if anyone did a background check on SPF Roofing. Mr. Doverspike responded that SPF Roofing provided four or five references; they have similar recycling operations as the Resource Recovery facility, however, on a much smaller scale. This will be a bigger step up for them. They will try to haul all of the dirty shingles down to Menasha and clean shingles up to North East Asphalt. Mr. Doverspike is hoping with economy of scale they can get some efficiency. What Mr. Doverspike said that he was worried about is that they will be charging \$15 and \$25 and their cost provides no transportation.

Mr. Doverspike did point out to the board, in case there were any questions that the current vendor, Forward Vision Environmental, did file for bankruptcy. A letter drafted to Brown County stating that as of March 14<sup>th</sup> or 15<sup>th</sup> they will be out of business.

9) BOW Shingle Stream Recycling Markets and Rate Structure – Update

Mr. Walter mentioned that over the past year or so it has been looked at how Brown County, Winnebago County and Outagamie County structure their pay outs for contract and non-contracted materials coming across the scale on the recycling side of things. The agenda packet included a BOW recycling handout that gives a breakdown of the payout history as well as the contract provisions with ADS. In 2015 a contract was signed with Advanced Disposal. ADS would bring all their recycling across through the BOW and share in a 90% - 10% share in profits in exchange BOW was able to start the second shift and commit to the facility expansion. Additionally, one of the goals of BOW is to get all of the counties in line with setting rates. Brown County sets their rates by market share dollars and tiering the gate rate to Outagamie County's and the contracts (all municipal and private) state that it must be a tiered rate structure. Brown County municipalities that are part of the long term agreement get the going rate; anyone with a contract gets \$5 less, anyone without a contract \$10 less. This is stipulated in the contracts that go out to 2024. Mr. Walter said that they are trying to make sure that they are competitive and not providing a disadvantage for haulers to haul direct to Outagamie County, we do not want to pay for them to haul to Outagamie if we don't have to. The second page shows what the structure is based on; what Outagamie used to pay to ADS and what their revenue splits were proposed to be. ADS brings close to 5,000 tons/year and are the single biggest private contractor. Mr. Haen said that because of ADS the department has the security to manage a second shift crew.

Mr. Walter mentioned that he looked at the different revenue splits and processing cost and how Brown County tier system fits into this rate structure. Because of the rate structure that is stipulated in the contract it has to be made sure that the rates are lower than transportation cost. This dictates where they fall in the rate structure.

The Brown County municipalities will be at the 85/15 revenue split rate being used to set the top tier, everything else will be below that to ensure hauling cost is being covered, while still providing an incentive for contractors who direct haul to Outagamie County. The rationale for doing this is

because Outagamie County previously did not have a methodology in place for offering contracts to haulers there. ADS is a unique contract, it is currently the only BOW contract. There is an effort to attract more companies to the BOW system to secure tonnage. Mr. Walter said that there needs to be a methodology so this contract can be duplicated every time if more companies end up going with the BOW system.

Mr. Haen mentioned that they are starting to go after other counties, what he did not want to see happen, is for a contract to be given to a commercial hauler and it results in paying more for lower quality recyclables. Commercial haulers directly hauling to BOW facility saves money on BOW hauling costs. A uniform BOW rate structure will eliminate unintended customer decisions within BOW, rather this is a movement towards an integrated rate structure.

Mr. Walter stated that the market value for recyclables is at the lowest end of the market since 2009. This is directly related to the price of oil. Mr. Haen added that once fuel prices rise then the market will increase as well. Mr. Haen asked Mr. Walter to reach out to the municipalities and keep them informed of market conditions for purposes of their budgets. .

Mr. Haen added that Brown County has lower capital and debt resulting in a higher pay out than the other counties. Outagamie is responsible for all recycling collections and do not pay out to municipalities, while Winnebago charges \$5 a ton and then does a market adjustment at the end of the year. With the addition of a new compactor and building expansion, a portion of costs lands on Brown County, and a portion will be paid out of BOW recycling revenue. The net benefit of the compactor will be \$100,000/year in savings in hauling.

Mr. Mike Van Lanen asked if prices are so low and doing the new plastics 3-7, is that going to hurt even more? Mr. Walter responded that the new plastics are such a small percentage in total, there has not even been a truck load of plastics 3-7 sold this year. The rest of the plastics are sold regularly.

Mr. Haen pointed out that with the new structure the markets and the rate structure are two separate things.

#### 10) Discussion Regarding Regional Compositing – Update

Mr. Haen had discussions with the public works directors of urban municipalities as an initial start to see if there is a role Brown County can play in the county involvement in composting. Urban communities are providing information on the size of their facility, infrastructure, equipment used and types and compositions of materials they are collecting. Mr. Haen reached out to Foth asking what it would cost for their involvement in an analysis. They came back with a significant cost. It was decided to keep the projects moving forward in-house and maybe get Foth involved in some limited capacity down the road.

Mr. Craig Berndt from Allouez attended the Solid Waste Board Meeting. He had several thoughts for composting. He mentioned that the public works departments have had several discussions as to what to do with the yard waste. From Allouez's standpoint, the quantities are fairly large. What is important to the community is it has a reliable place to go with the material. Currently, they take materials to different locations. It is not just a problem with Allouez, there are three or four communities dealing with the same issues. There have been some discussions with the city of Green Bay. They really wanted to talk to Brown County to make this work for

everybody. One thing that has always been an issue is where it should go. There seems to be a lot of reuse opportunities for the compost.

Mr. Doverspike asked if there was a time frame set up yet. Mr. Berndt said that it would be great to have it settled in a year. It just depends on how it would fit into budgets.

Mr. Katers mentioned that he could ask a grad student to do the research.

Mr. Haen brought up the fact that every community has a facility and the residents appreciate the convenience of their community drop-off center. What this may look like is local route trucks that could pick-up material from the drop-off centers and move it to a regional composting facility. Mr. Katers added that they should look into doing regional cooperation, i.e. being able to drop off in different municipalities than where one lives. Mr. Haen mentioned that he talked to Outagamie County; they have a community compost area at the Outagamie Landfill serving Appleton and a few other communities. It is a county property operated by the city. The compost gets used by both the city and the county.

Mr. Bernt explained that this is a significant need; it is an opportunity for the communities to work together. Cooperation on other projects have resulted in significant cost savings. Mr. Haen added that the creation of the Solid Waste Board was the result of the communities approaching the County to move towards sanitary engineered landfills rather than town dumps.

Mr. Katers talked more about the student he could potentially bring to the table. Mr. Bernt added that they have funded university students to work with them. Their difficulty is they don't have time to manage them.

#### 11) South Landfill/Resource Recovery Park Project by Foth Companies – Update

Memo #2 is dealing with ancillary facilities to be located on the property; maintenance sheds, gas management, leachate, scale house. Foth came and gave examples of how things were going to be laid out last month and over the past month staff has moved some things like roads that they had been drawn in. This memo is a reflection of the staff's input on how they would like the south landfill laid out and potentially addressing C&D processing, digestion, composting, gas-to-energy and facilities of the landfill.

Mr. Mike Van Lanen asked if there would any real big changes that Mr. Haen came across. Mr. Haen explained that the only real big changes were that Foth had entrances coming in from the east and south. By the Host Community Agreement, Mill Road is the designated access route. There may not be secondary entrances without town approval. In addition, facilities were moved into underutilized areas.

Mr. Katers summarized that they are looking forward to the final report, they will take these memos and prioritize some of the things that are possible and work their way down to things that are not. Mr. Haen agreed and pointed out that this is going to continue to change. If the plan materializes and involves mixed waste processing facility the cost is significant; a \$10-20 million investment and would have to be justified by the value derived. Anaerobic digestion right now is too capital intensive and is not really financially appealing. With this being said property will be set aside in case these types of processes and their capital costs come down and are more commercially viable Brown County will be ready. The next memo forthcoming covers the

processing of construction and demolition waste which is being commercially demonstrated around here. In the next memo it will be shown that it is more financially amenable than some of the other things that have been looked at.

Mr. Dantine asked if there was a way to cooperate with various farmers to have WPS meet with one person. He added that it seems like the rate for electricity has to be 7 – 8 cents per unit to be viable and there seems to be so many positives from this. There is an unlimited supply of manure and there is no end to the limits we can do. Mr. Katers explained that he had been in a meeting through the University with a local entrepreneur and in order to get a decent buy back rate one would almost need 100 megawatts available. Right now there is only 17 megawatts of manure generated electricity in Wisconsin. Mr. Dantine then said that there is power being produced from the landfill. He asked if a coop was created could it be a possibility. Mr. Haen explained that the utilities were given a number to hit on renewable energy. These were met and Wisconsin Public Service did not seem interested in these types of projects anymore. He also said that if you can use this energy yourself you will be getting a better value for it because it will be avoiding purchasing power at market rate. Mr. Dantine said that natural gas is the cheap product right now but in 10 years it might be sky high. Mr. Haen added that the only thing guaranteed is that the energy market will change. There is still 500 to 1000 years' worth of coal in this country and we are moving away from coal energy and eventually natural gas will dry up or get too expensive that may result in a huge flip in the industry and coal could return to be the main energy source. Mr. Katers mentioned that in the paper there is \$900 million of transmission lines that they are looking to construct, so there can be better access to wind energy from other states.

#### 12) Fox River Fiber Notice of Claim – Update

Mr. Haen explained that Brown County has received a notice of claim from Fox River Fiber from the reduction of alternative daily cover (ADC) accepted at the Outagamie County landfill based on DNR limits. Brown County has a contract with Fox River Fiber to provide the BOW landfill with alternative daily cover. The DNR has an ADC limit of 12.5% of the volume of municipal solid waste disposed of that can be ADC. Calculate that based on 400,000 tons of MSW equals, 50,000 tons of ADC. This was communicated to Fox River Fiber that only approximately 50,000 tons a year or 1,000/tons/week can be received as ADC. The contract says that it has to be used as alternative daily cover. It cannot even be taken as garbage. This was communicated to Fox River Fiber; their response was a Claim. The Claim went to Corporation Council and the County Clerk's office. Corporation Council had responded even before the claim was brought to Resource Recovery that no breach of contract was occurring. Corporation Council responded that they did not think that Resource Recovery was in breach of contract because the amount is set by the DNR. Mr. Haen does not think there is any validity to the claim. Mr. Haen believes Fox River Fiber will litigate and there will be a legal claim. The claim is for Fox River Fiber's additional costs of \$2,000/week. Based on the claim value, Fox River Fiber is asking Brown County to take the 1,000 tons/week at \$2.50/ ton for free.

Mr. Mark Vanden Busch asked if the specifications had ever been looked at; i.e. moisture. Mr. Haen said that could be looked at again. It is excellent quality for ADC. Mr. Vanden Busch mentioned that it seems as though there are many outs for Fox River Fiber, but very few for the County. Mr. Haen agreed that it is a very one-sided agreement that was negotiated and approved by Corporation Counsel. At the time of signing the contract Brown County and BOW

may have been in desperate need for ADC. Mr. Haen mentioned that Fox River Fiber has other business dealings in recycling and disposal with Brown County and BOW that they need to understand will be impacted by a formal claim. Mr. Haen is hopeful the good business relationship will continue. .

13) Director's Report

The city of Green Bay signed a Solid Waste Agreement with Brown County resulting in new agreements with all municipalities of Brown County..

Recycling supply agreements are being worked on by BOW for the city of Shawano and Fond Du Lac County.

Mr. Haen mentioned that Mr. Walter and Mr. Doverspike are making efforts on a logo for Brown County Resource Recovery. Mr. Landwehr was wondering about the arrows in the logo and why they choose not to go with more of the triangular recycling symbol. Mr. Walter explained that they are not strictly recycling, they are also resource recovery. The triangular recycling has certain implications behind it.

14) Such other Matters as Authorized by Law

No other matters as authorized by law.

15) Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by Bud Harris.**

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

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GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN  
DIRECTOR

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**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

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A regular meeting was held on **Monday April 20, 2015**  
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Vice-Chair Mark Vanden Busch at 2:30 pm.

2) Roll Call:

Present: Mark Vanden Busch, Vice-Chair  
Dave Landwehr  
Ken Pabich  
Lisa Bauer-Lotto

Excused: John Katers  
Mike Van Lanen  
Bud Harris

Absent Norb Dantinne

Also Present: Dean Haen, Brown County  
Chad Doverspike, Brown County  
Mark Walter, Brown County  
Chris Blan, Brown County

3) Approval/Modification – Meeting Agenda

**A motion to approve the meeting agenda was made by Dave Landwehr and seconded by Ken Pabich. Unanimously approved.**

4) Approval/Modification – Meeting Minutes of March 16, 2015

**A motion to approve the meeting minutes of March 16, 2015 was made by Ken Pabich and seconded by Dave Landwehr. Unanimously approved.**

5) Announcements/Communication



Mr. Haen announced the County Executive's appointment of Bill Seleen to the Solid Waste Board will be before the County Board at the May meeting for approval.

6) South Landfill/Resource Recovery Park Project by Foth Companies – Update

- C&D Recycling Memo #4
- Appendix G Waste to Energy Options

Mr. Haen said that this would be the last update from Foth; he is asking Foth to come next month to give a presentation that will include all five memos and other information that has been gathered regarding the South Landfill and resource recovery park evaluation. Memo #4 on C&D Recycling seems to be feasible and could be considered as part of the South Landfill development. This is one of the only technologies that came back as being favorable at this time.

Mrs. Lisa Bauer-Lotto asked what happens with the material after it is collected. Mr. Haen explained that 40% is recycled into new products or applications with the balance landfilled as an alternative daily cover or other beneficial use.

Appendix G provides a waste-to-energy technology review very similar to what the Department did internally through the BOW Waste Technology Committee using a University of Wisconsin-Green Bay student who worked for Dr. Katers. Foth did additional research themselves on different Waste-to-Energy options and came up with a summary of possible technologies including gasification, mass burn, plastic to fuel, pyrolysis, and plasma arc that generally prove to be very expensive and less than proven technologies, but over time some may become more commercially viable and may be taken advantage of in the future.

7) Standard Operating Procedures for Port & Resource Recovery Department Funds Managed by PFM Asset Management, LLC and Brown County Treasurer's Office. – Update

Mr. Haen explained that the county interest rate for Department investments had been averaging 0.5% over the last several years. The return on investment needed to be improved and the issue was taken to the County Executive, Administration and County Board, who allowed Department funds to be segregated and administered separately. Initially Department funds were separated from money market funds and their rates, resulting in improved performance. Additionally, the County issued a RFP and awarded to Public Financial Management Asset Company to invest Department money (including Port funds) in longer term investments within the risk management limits set by Wisconsin to improve interest. Recently and going forward \$24M in investments will be rolled into investment strategies of PFM. \$2.4 million of these funds belongs to the Port, who has benefited by the efforts on the Resource Recovery side. Parameters were given to PFM to invest incrementally so everything is not tied up; \$1 million will always be available to use. Right now a lot of it is in short term accounts with the belief that interest rates are going to rise in the next four to five months. PFM has asked the Departments' (including Finance and Treasurer) opinion during investing and have been cooperatively working to ensure that the money is being placed in the right types of investments. In addition, there are investments coming due in 2020 when the South Landfill will need money. PFM is aware that discussions may be held that could result in staying at Outagamie County longer. If this should happen the \$10M needed to construct the south landfill could be reinvested long term. Internal County standard operating

procedures need to be created to anticipate and minimize any confusion with doing business with PFM. It will take about a year to work through this operationally.

Mr. Vanden Busch asked if there was any risk to principle. Mr. Haen explained that state guidelines have to be followed; these investments cannot be in the stock market, they are in bonds, CD's, etc. Mr. Vanden Busch added that even with bonds the value of the principle will drop as the rates go up. He also asked that if money was needed before the bonds matured is there a way to cash in early, could there be less than what was thought.

Mr. Haen explained that all of the money was not moved, there is over \$30 million in total. The difference will be held in more liquid accounts to hopefully minimize any need for funds and payment of early withdrawal penalties. Mrs. Bauer-Lotto stated that even with bond principle the hope is that over time you have some gap fluctuation that your earning would help you with any upset. Mr. Landwehr added that because of it being longer term, any fluctuation would be rather insignificant. Also, there is the security of the Treasurer's office spearheading this seeing as how it is their expertise. He asked if there was any indication given as to what their goal is. Mr. Haen responded that 2% return on investment was the goal stated in the RFP. However, that will not be seen right away because the money has to be rolled in gradually. Mr. Doverspike asked if the Department was getting 0.5% now. Mr. Haen said that they are getting more than 0.5% because as of just this past year they did not add all this money to the money market rate. Treasurer's office figured out the interest rate twice, the Department with longer term investments and everyone else. This will have its own interest rate that will be specifically applied to us and will not be factored into anyone else in the county's money. Mr. Doverspike added that this will be a good comparison of past years.

8) HHW VSQG Dental Amalgam Effort – Update

Mr. Blan introduced the topic. In 2006 Green Bay NEW Water created chapter 12 of the waste water ordinances to require dentist offices to put in mercury amalgam traps to reduce and eventually eliminate the amount of mercury that gets into waste water. Part of the ordinance requires surveying and recording done by the dental offices to be sent to NEW Water. In cooperation with their effort, HHW for Brown County has discussed implementing an amalgam trap disposal program. After research and consideration, the amalgam trap disposal program will be feasible for HHW. The current market rate for a mail-back program for a five-gallon pail is \$220 - \$350 per pail. The rate Mr. Blan is looking at is \$150 - \$160. HHW has an outlet to dispose of the amalgam traps through Lamp Recyclers in their medical division LRI and then through Mercury Waste Solutions where the amalgam trap would go through a retort to get the mercury recycled. A marketing effort has been made with representatives from NEW Water. The goal is to use the publicity from Household Hazardous Waste Awareness Week to issue a press release with the hope that they would be able to get a dentist to do an interview on-site with media. The focus is on HHW and how they support small businesses in Northeastern Wisconsin.

Mr. Haen asked what we would charge for that mercury. Mr. Blan clarified that it would be \$150 - \$160 per five-gallon pail. A typical dentist generates 2 or 3 five-gallon pails a year.

Mr. Walter explained that this is a program that NEW Water has wanted to push in order to measure the amount of mercury that is actually being pulled out. He added that there are mail back programs already in place for larger dental offices that pay \$220 - \$350 with Lamp

Recyclers to do collections on site. HHW would charge less and would reach out to the smaller dental offices. NEW Water will provide publicity for this program. Along with that NEW Water is paying for a lot of the cost for publicity.

Mr. Landwehr asked about how much it would cost to dispose of the amalgam material after it is brought to us. Mr. Blan responded that it would cost \$90 for us to dispose of. The lower cost makes up for the travel time for an employee to come to our facility to drop off their amalgam as opposed to having it picked up on-site using a mail-back program. It would be similar to the mail back program, they would bring the amalgam material and they would be sent back with a kit which they would bring back next time. This will help to establish and sustain a customer base.

Mr. Haen explained that VSQGs are very important to the effort to grow HHW, for every dollar that is taken in with VSQG that offsets a dollar that is paid on the household side. With a 40% markup on the VSQG side it offsets on the household side and we do not have to charge our residents to use the facility then.

9) Fox River Fiber Notice of Claim – Update

Mr. Haen explained that Fox River Fiber provided the Department with a Notice of Claim. Corporation Council sent Fox River Fiber a letter saying that the Department is not in breach of contract. There are DNR regulations that BOW landfill must stay in compliance with and may conflict with compliance with the contract with Fox River Fiber, resulting in a violation with the state or possibly a breach of contract. A meeting with Fox River Fiber will be held tomorrow April 21. He wants Fox River Fiber to recognize all of the other business dealings that they have with the County. This notice of claim could jeopardize their relationship with the whole County.

Mr. Landwehr asked how many more years they are in the contract. Mr. Haen said that there are still 15 more years of this contract.

10) Compactor and Building Expansion – Update

Mr. Doverspike stated that Badgerland Building will be putting the compactor on the south side of the tip floor. There has been work with WPS to put a power line in from the road to the southwest corner. The purchase order is in for the compactor itself with breaking ground beginning the first week of May. There is about a 10-12 week window and compactor lead time is about 9 weeks from whenever the purchase order is issued. Hopefully by the middle of July it will be installed.

11) General Engineering RFP – Update

Mr. Doverspike reminded the board that at the last meeting the general engineering RFP went out. The RFP was due last week Wednesday, April 15. The first meeting with the five member scoring team was this morning. Mr. Doverspike, Mr. Walter, Bill Bosiacki from the Zoning Department, Doug Marsh from Public Works, and Craig Berndt from Allouez are on the scoring team. At the meeting this morning they agreed to a review and have all reviews done by Wednesday April 29. There were seven vendors who came back with proposals. If interviews are needed they will be held on May 15<sup>th</sup>.

Mr. Haen asked which vendors were on the list. Mr. Doverspike said that Robert E. Lee, Ayres, Foth, GEI, TRC, Conestoga-Rovers, and CWE submitted proposals. At least four or five are from Brown County and that is of importance and that the Department has worked with several of them in the past.

12) BOW Shingle Recycling Effort – Update

Mr. Doverspike gave this update. On the south side of the transfer station they are looking to insert a 50' x 60' concrete pad which will take four weeks. If the Highway Department is chosen for this project it would not be required to go through the formal process of choosing a vendor. This will be a place to put both clean shingles and dirty shingles on. He is looking at having it large enough that if a wood waste program is started there is a stall or bin there. The main power for the transfer station comes in overhead through the power pole and then underground to the Transfer Station. The power pole will have to be moved; this will cost \$7,500 through WPS. It will give an additional 20' x 20' space. One of the contract terms is that there cannot be more than 100 tons of shingles on-site at any time. GAD will be hauling the shingles; as soon as they get 25 – 50 tons of shingles they will be moving them right away.

Mrs. Bauer-Lotto asked what kind of time that would represent. Mr. Doverspike explained that last year they took in from May – September about 1000 tons a month. Some volumes last year were up to 100 tons a day.

Mr. Haen added that using the Highway Department will not be more expensive; they are right in line with other vendors.

13) 2014 Industrial Achievement Award – Update

Mr. Doverspike explained that the award was given to the Department by Green Bay NEW Water. It acknowledges that everything that was sent to them from the East Landfill to the waste water treatment center is under pretreatment standard and compliance and that all reports were submitted to them on time.

14) Director's Report

Mr. Haen gave the board a copy of the first quarter budget status report. It showed that all revenues and expenses are in line with first quarter expectations.

Mr. Haen discussed an Assembly bill that will change the financial responsibility for landfills. It is unknown if it has passed. If this should get passed it would be a good thing or the County in terms of the landfill and for the Port use of letter of credits. The County is required to buy letters of credit unlike a private company that can use corporate stock valuations.

The recycling guide was distributed in Saturday's paper. It will be distributed to communities this week. The Nature Pathway's magazine is a free publication available for Outagamie, Winnebago and Brown County. Between these two documents it is great publicity and it should help to boost recycling.

15) Such other Matters as Authorized by Law

No other matters as authorized by law.

16) Adjourn

**A motion to adjourn was made by Ken Pabich and seconded by Dave Landwehr.**  
Unanimously approved. Meeting adjourned at 3:19 p.m.